



## CONFLICT OF INTEREST

Manual/Section: Administrative Manual – Human Resources	Policy No. 10080
Key Words:	

### 1. PURPOSE:

To outline the circumstances when employees are permitted to carry on outside activities, during their own hours, which do not constitute a Conflict of Interest.

### 2. POLICY:

It is recognized that staff are hired to work at the Children's Hospital of Eastern Ontario on a regular basis and, as such, those staff have a duty to the Hospital as their primary employer.

Staff have the right to carry on outside activities, including employment during their own hours, subject to the following:

- a) that such employment/activity does not impact on their ability to perform the duties they have agreed to perform at the Children's Hospital of Eastern Ontario;
- b) that such employment/activity does not bring the Hospital or fellow employees into disrepute or cause embarrassment in any way, such that it impacts on our ability to work towards our Mission Statement and/or raise funds for the Hospital;
- c) that such employment/activity does not result in any real or perceived conflict of interest.

It is further recognized that some outside interests can be beneficial to staff for personal and/or professional development, enhance the reputation and knowledge of the Hospital and/or provide a service to the Hospital or the community we serve.

Staff is forbidden from conducting any kind of outside business on Hospital premises at any time or using Hospital supplies or services.

Staff may not submit proposal for a proposed contract or transaction with the Hospital which will result in a financial and/or personal gain.

Where a family member of staff is interested in submitting a proposal for a proposed contract or transaction with the Hospital, the related staff member shall disclose, in writing, the potential conflict to the Hospital. Such disclosure shall be made at the earliest possible time.

Any departure from the foregoing prohibition must be accompanied by a written authorization, sanctioned jointly by the CEO and CFO.

For purposes of this policy, the prohibition above shall be interpreted in the case of management employees as giving rise to an



assumption that outside remunerative employment does impact on their ability to perform their regular duties.

- 3. SCOPE:** All employees, physicians, volunteers, students and individuals employed on a contract basis.
- 4. DEFINITIONS:** For the purposes of this policy, staff shall be defined as employees, physicians, students, volunteers and contractors.
- 5. RESPONSIBILITY:** Employees, physicians, students, volunteers, contractors are responsible for complying with this policy and for seeking approval to be involved in alternate employment and/or in activities that would impact on their ability to perform their duties at the Hospital.
- Managers are responsible for ensuring the appropriate conduct of their staff as outlined in this policy.
- Managers are also responsible for ensuring that appropriate action is taken when the policy has been contravened.
- The CEO will be responsible for approving any departure from the policy.
- 6. PROCEDURE:** Employees, physicians, volunteers, students, contractors who wish to be involved in alternate employment and/or in activities that they feel would impact on their ability to perform their duties at the Hospital will apply in writing to their Manager/Director.
- The Manager/Director will review the request and will approve/deny the request that would require their absence during working hours or possibly result in any harm to the organization or employees within the organization.
- Individual departments or professional disciplines, by reason of their codes of ethics or standards of practice, may have more stringent and restrictive guidelines which would apply in addition to the standard set out in this policy. Any authorization will be in writing and will specify the limits surround the activities.
- 7. CROSS-REFERENCES:** N/A
- 8. REFERENCES:** NA
- 9. ATTACHMENTS:** N/A
- 10. DEVELOPED BY:** Human Resources