



POLICY - CONFLICT OF INTEREST - RISK MANAGEMENT

PREAMBLE

At times, it may be in the best interest of Community Living Fort Frances and District to acquire, provide, or sell goods and services to external organizations that have connections with its employees. To prevent conflicts of interest and ensure transparency, all transactions must be conducted at arm's length, protecting both the organization and its employees.

SCOPE

This policy applies to all Officers, Directors, and employees of Community Living Fort Frances and District, including those in executive, professional, administrative, managerial, or technical roles. It also includes any person responsible for the approval, issuance or allocation of an order, contract, commitment or specification for materials or services to be furnished by external suppliers. Additionally, any individual responsible for setting prices, negotiating terms, or approving the sale or purchase of materials, supplies, or services on behalf of Community Living Fort Frances and District falls under this policy.

POLICY

Members of Community Living Fort Frances and District are prohibited from accepting gifts, benefits, or favors for personal use or enjoyment from any client, supplier, purchaser, donor, institution, or associated entity with whom they engage on behalf of the organization

All financial and business dealings on behalf of Community Living Fort Frances and District must be conducted at arm's length to ensure integrity and transparency. In particular:

Members of Community Living Fort Frances and District are prohibited from approving requisitions or payments for goods or services from enterprises in which they or their immediate family members have a financial interest.

Members of Community Living Fort Frances and District are prohibited from selling, gifting, or approving sales or gifts to enterprises in which they or their immediate family members have a financial interest.

If a member of Community Living Fort Frances and District encounters, has encountered, or is likely to encounter a conflict of interest under these guidelines, they must immediately

disclose the matter to their supervisor and the Chief Executive Officer. The manager will either handle the matter directly or delegate it to another employee, ensuring that no further breaches occur. Any reported breach must be documented, and the Chief Executive Officer must be notified in writing immediately. Employees who unknowingly receive a gift must surrender it to Community Living Fort Frances and District and provide a disclosure.

Approved: March 26, 2025

President: 