



POLICY – CONFLICT OF INTEREST – EMPLOYEES

POLICY

Employees of Community Living Fort Frances and District are prohibited from accepting substantial gifts, benefits or favours for their use or enjoyment offered by a client, supplier, proposed supplier, purchaser, proposed purchaser, donor, proposed donor, association, institution or person with whom the member is dealing with on behalf of Community Living Fort Frances and District.

Members of Community Living Fort Frances and District must always deal at arms-length when conducting business or having financial dealings on behalf of Community Living Fort Frances and District with any enterprise. In particular:

- Community Living Fort Frances and District employees are prohibited from approving requisitions or payments for the purchase of goods or services from enterprises in which the member, or some member of their immediate family has financial interest, and
- Community Living Fort Frances and District employees are prohibited from selling, giving or approving sales or gifts to enterprises in which the member or some member of their immediate family has a financial interest.

Employees of Community Living Fort Frances and District are prohibited from doing business with, having financial dealings with, or receiving remuneration or substantial gifts from any supplier, purchaser or enterprise that competes or conflicts with the aims and objectives of Community Living Fort Frances and District.

When any employee of Community Living Fort Frances and District finds themselves in a situation which breaches, has breached or is likely to breach these guidelines, the employee shall immediately disclose the matter to their immediate manager and to the Chief Executive Officer. The manager shall either take over the matter personally or shall delegate it to another employee, ensuring in the process that no further breach of this policy occurs. In each case, where a breach of this policy has been reported to a manager, the Chief Executive Officer shall be immediately advised in writing of the breach. Any gift unknowingly received by an employee must be turned over to Community Living Fort Frances and District with a disclosure.

Approved: MARCH 26, 2025

President: 