

	<b>POLICY</b>	
	HR-103 Conflict of Interest	
	<b>Original Date</b>	<b>Revision Date</b>
	August 14, 2002	April 25, 2017

## Policy

All members and employees shall avoid conflicts of interest that would impair operations or bring RCMSAR into disrepute.

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## Reason for Policy

The high level of public support and respect that RCMSAR enjoys results not only from the recognition of its humanitarian mission, but from the high degree of integrity, objectivity, and professionalism of RCMSAR members and employees. The purpose of this policy is to establish a standard of conduct to ensure that personnel act in the best interest of RCMSAR.

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## Definitions

**Conflict of interest:** A situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with RCMSAR's activities. This competing interest may result in the individual being in a position to benefit from the situation or in RCMSAR not being able to achieve a result in the best interest of RCMSAR.

A conflict may also arise where an individual is a party to a contract with RCMSAR or has an interest in an enterprise, or is related to a person who does.

Conflict of interest includes, but is not limited to situations:

1. Where a member or employee's private affairs or financial interests are in conflict with their duties, responsibilities and obligations to RCMSAR, or result in a public perception that a conflict exists;
2. Which could impair the members or employee's ability to act in RCMSAR's best interest; or
3. Where the actions of a member or employee could compromise or undermine the trust that the public places in RCMSAR.

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## Guidelines

### Performance of duties

A member or employee may not vote on, or participate in, any discussion about a resolution to approve an agreement or decision in which he/she has an interest, nor will a member or employee approve and/or sign off on such circumstances or attempt to influence the outcome.

Members and employees must ensure transparency of decision making while conducting business as a representative of RCMSAR.

In the performance of their duties, members and employees must not without full disclosure, authorization and without considering the best interests of RCMSAR:

1. Use their involvement with RCMSAR for personal gains or the benefits of someone in their immediate circle (e.g. family and friends) including promotion of an individual or their business;
2. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of RCMSAR;
3. Utilize any RCMSAR affiliation in connection with the promotion of partisan politics, religious matters, or take positions on any issue not in conformity with the official position of RCMSAR;
4. Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to RCMSAR business;
5. Have a monetary interest that could conflict with the discharge of the duties owed to RCMSAR with the exception of cases where the conflict is disclosed and the person in conflict has no influence on the decision making process;
6. Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official RCMSAR duties;
7. Communicate with the provincial and federal government, or with any elected or appointed municipal, provincial or federal government official in relation to the business of RCMSAR;
8. Assist private entities or persons in their dealings with RCMSAR where this could result in preferential treatment to any person;
9. Directly or indirectly use, or allow the use of, RCMSAR property or information for anything other than officially approved activities; or
10. Misrepresent or misuse their position of authority within RCMSAR in communications or contracts with external parties.