

Policy Name:		Conflict of Interest			
Section:	B	Section Title:	Agency Structure		
Part:	I	Part Title:	Operation		
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Approval Authority:	Board of Directors	Date Revised:	2010, 2018, 2023	Review Cycle:	5 Years
Responsible Executive:	Chief Executive Officer	Contact:	Chief Executive Officer		

Policy

Board of Directors and Other Volunteers

No member of the Board of Directors, volunteer committee member, service volunteer with the organization, nor their partner(s), family/household member(s), and/or relative(s) shall accrue real or tangible benefits and/or benefit in a direct and observable manner as a result of their association with Yellow Brick House. No member of the Board of Directors shall conduct private, professional, or personal business with the organization, except as procedurally controlled and monitored to assure openness, competitive opportunity, and equal access to all pertinent and related information.

Specifically, no Board member, volunteer committee member, or service volunteer with the organization, nor their partner(s), family/household member(s), and/or relative(s) shall benefit financially in a direct and observable manner as a result of their association with Yellow Brick House. Agency resources, including but not limited to cell phones and computers, shall not be used for personal, financial, or professional gain outside of their association with the Corporation.

No Board member shall use her/his position to promote or obtain employment within the organization for her/himself, her/his partner(s), family/household member(s), and/or relative(s). In those instances when a Board member wishes to apply for paid employment with Yellow Brick House, s/he shall resign from the Board of Directors immediately upon determining her interest in the position. Participation on the Board of Directors shall not be given consideration or recognition during the selection process.

In addition, Board members, volunteer committee members, and service volunteers with the organization shall not use their association with Yellow Brick House to promote or interfere with anyone’s right to access service.

Board members, committee members, and service volunteers are required to disclose any personal or professional associations which may result in a real or perceived conflict of interest, including real or perceived conflicts pertaining to financial gain to another organization with which the individual may be associated - i.e., a Board member making a suggestion to rent office space from Family & Children's Services/CAS when she is also the Chief Executive Officer of that organization in addition to serving on the Board of Directors for Yellow Brick House.

Significant personal or professional relationships between Board members or with an employee shall be disclosed unless otherwise protected by an overarching confidentiality agreement, such as client privilege. The Board of Directors retains the right to limit a Board member's committee involvement and/or decision-making authority following any such disclosure.

At the first meeting of the Board of Directors following the Annual General Meeting or at the earliest opportunity following the first meeting of the Board of Directors, individual Board members shall identify any general or potential areas of conflict to the best of their ability. The President shall call for the acknowledgement of any specific areas of conflict at each subsequent Board meeting; individual Board members are required to identify specific conflicts of interest as necessary throughout their term. Identified conflicts shall be recorded in the formal minutes of the Board of Directors.

Perceptions and/or assumptions regarding real or potential conflicts of interest shall be introduced, explored, and resolved as necessary. Any Board member may initiate such a discussion at any meeting of the Board of Directors. The Board of Directors shall rule on any differences of opinion with respect to perceived areas of conflict in accordance with the accepted decision-making practices of the group.

Following a declaration and/or identification of a specific conflict of interest, the individual(s) shall withdraw from any and all formal discussion and decision-making processes relating to the specific conflict.

Committees shall follow a procedure similar to that outlined above for the Board of Directors.

Employees

Employees shall not participate in any hiring processes in those instances when their partner, family/household member, parent(s), sibling(s), and/or child/children have applied for an employment position with the agency. In accordance with the Ontario Human Rights Code, a spouse, child, or parent of an employee will not be hired or promoted in those instances when the said individual would be in a direct management/subordinate working relationship with the employee.

Employees shall not use their association with Yellow Brick House to promote or interfere with anyone's right to access service at or through the agency as defined in related service delivery policies.

No employee nor their partner(s), family/household member(s) and/or relative(s) shall use the relationships established with service users or their families and/or connections established in the context of their employment with the organization to accrue financial gain of a private nature for themselves.

No employee shall provide an independent and/or competitive service to the community or any individual in the community using proprietary information generated by and/or belonging to Yellow Brick House.

No employee shall solicit or carry out private business for which they receive remuneration during their regularly scheduled working hours at Yellow Brick House. No employee shall use the resources of Yellow Brick House, including but not limited to office space, administrative support services, telephones, computers, and supplies, for personal financial gain.

In those instances when an employee secures other employment outside of Yellow Brick House, they will comply with the following:

- The type of employment shall not be in direct conflict with the mandate of Yellow Brick House;
- The hours of employment or responsibilities inherent in the other position do not interfere with the employee's regularly scheduled hours of work at Yellow Brick House; and
- The employee does not accrue any financial benefit from confidential information acquired as a result of their employment with Yellow Brick House.

Any questions or concerns regarding real or perceived conflicts of interest shall be directed towards the Chief Executive Officer or in those instances when the concerns pertain to the Chief Executive Officer, the Board of Directors.

Purpose

This conflict of interest policy and related procedures represent one positive tool available to the organization to promote accountability, clarify internal communications, and ensure integrity.

Yellow Brick House understands and expects that individuals associated with the organization will benefit in some way as a result of their association with the agency. For example, we believe that all persons benefit from an increased awareness of and sensitivity to issues relating to violence against women. This policy refers to real and tangible benefits which potentially compromise the integrity of the organization.

Consequences

Noncompliance with or violations of this policy, as determined by the Board of Directors, may result in unfair financial advantage to an individual to the detriment of the organization, and may be grounds for disciplinary action, termination of employment, termination of voluntary association with the organization, and/or civil or criminal proceedings.