

**United Counties of Leeds and Grenville
Community and Social Services Division**

**Children's Services Department
Ontario Early Years Centre**

Conflict of Interest - Volunteer Policy

Policy No.5

Policy Statement

The Ontario Early Years Program of Leeds and Grenville offers a wide range of services to children and families within Leeds and Grenville. All OEYC volunteers are expected to perform their volunteer role / duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the OEYC and the The United Counties. The OEYC believes that its volunteers are a valuable asset, and thus volunteers are expected to demonstrate the highest standards of ethical behavior. Adherence to the following policy on "conflict of interest" is mandatory for all OEYC volunteers

Definitions

Conflict of Interest:

Occurs when, in the course of a volunteer's role / duties, the volunteer is called upon to deal with a matter in which the volunteer has a direct or indirect personal and / or financial interest. A direct interest can occur when a volunteer may derive, or be seen to derive, some financial or personal benefit or avoid financial or personal loss. An indirect interest may arise when the potential benefit or loss would be experienced by another person or corporation having a relationship with the volunteer. Conflict arises when a volunteer participates in activities, which could advance a personal interest at the expense of the OEYC / County's interests.

Ontario Early Years Centres



A Place for Parents And Their Children.

Definitions (continued)

In recognition of the definition of Conflict of Interest, volunteers shall not:

- Engage in any business or transaction or have a financial or other personal interest that is incompatible with the discharge of the volunteer's role / duties
- Be under an obligation to any person who might benefit from special consideration or favor from the volunteer or who might seek, in any way, preferential treatment
- Give, in the performance of the volunteer role, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise
- Be in a position where the volunteer could derive any direct or indirect benefit or interest from any contracts about which the volunteer can influence decisions
- Benefit from the use of information acquired during the course of volunteer role that is not generally available to the public
- Engage in outside work or activity or business undertaking that:
 - The OEYC Volunteer has an advantage or appears to have an advantage derived from their volunteer position with the OEYC or United Counties of Leeds and Grenville in general
 - In a professional capacity that will or might appear to influence or affect the carrying out of duties as an OEYC volunteer, or
 - Use United Counties of Leeds and Grenville property, equipment, supplies or services for activities not associated with the volunteer's role.

Responsibility

It is the direct responsibility of the volunteer to advise / discuss or notify the OEYC Volunteer Coordinator if they believe that they are / or may be in a "conflict of interest" situation. Failure to adhere to this policy may result in the termination of the volunteer contract by the Team Leader of the Ontario Early Years Program.



In the event that an OEYC Volunteer declares a conflict of interest, or potential conflict of interest situation, a Conflict of Interest Declaration (Attachment A) shall be completed with the OEYC volunteer. The completed form shall be maintained in the volunteer file by the OEYC Volunteer Co-ordinator.

In the event that the nature of the conflict of interest situation cannot be resolved or accommodated, termination of the volunteer contract may be considered at the discretion of the Manager of Children’s Services and the Director of Community and Social Services.

Deborah Gill
Manager, Program Review/Quality Assurance Department

Date

Dorothy Theobald
Director, Community and Social Services Division

Date

