**Conflict of interest declaration**

[INSERT ORGANIZATION LOGO HERE]

[ORGANIZATION] defines conflict of interest as: a situation where an employee, board member or volunteer has private interests that could improperly influence their performance of their official duties and responsibilities, or in which the employee, board member or volunteer uses their position at [ORGANIZATION] for personal gain. A real conflict of interest exists at the present time; an apparent conflict of interest could be perceived by a reasonable observer to exist, whether or not it is the case; and a potential conflict of interest could reasonably be foreseen to exist in the future.

Employees, board members and volunteers are required to arrange their private affairs to avoid conflicts of interest, which include real, apparent or potential conflicts, and to disclose possible conflict situations to the HR Department.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |

I have no conflict of interest to report.

I have the following real, apparent or potential conflict of interest(s) to report (see below).

**Check the Boxes that Apply:**

|  |  |
| --- | --- |
| **Personal Reporting:** | **Corporate Reporting:** |
| Secondary Employment  Outside Activities  Personal Relationships  Political Activities  Other | Gifts, Hospitality and/or Other Benefits  Funding/Donations  Other |

**Declaration:**

|  |
| --- |
| **Description of the apparent, real or potential conflict of interest:** |

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**DEFINITIONS**

**Personal Reporting:**

**Secondary Employment:** Employees, board members and volunteers may engage in employment outside of [ORGANIZATION], unless the employment is likely to give rise to a real, apparent or potential conflict of interest or would undermine the impartiality of [ORGANIZATION] or the objectivity of the individual.

**Outside Activities:** Employees, board members and volunteers may take part in outside activities, unless the activities are likely to give rise to a real, apparent or potential conflict of interest or would undermine the impartiality of [ORGANIZATION] or the objectivity of the individual.

**Personal Relationships:** No [ORGANIZATION] employee, board member or volunteer may initiate or participate in, directly or indirectly, decisions involving a direct benefit (e.g. initial hiring or rehire, promotion, salary, performance appraisal, work assignment or other working condition), to those related by blood, marriage, membership in the same household, including domestic partners or persons with whom employees have an intimate relationship. Hiring regular, term or casual employees within the same program unit is generally prohibited for individuals of the same family or for those who have a personal relationship.

If a situation arises where one employee becomes a family member of, or in a relationship with another employee, over whose work or employment they already have a real, perceived or potential influence, both employees must declare the conflict of interest to the HR Department so that steps may be taken to cease the conflict of interest.

**Political Activities:** Employees, board members and volunteers considering involvement in political activities will seek the advice of the [EXECUTIVE DIRECTOR/SENIOR STAFF LEAD].

Political activities are defined as,

* Carrying on an activity in support of, within or in opposition to a political party;
* Carrying on an activity in support of or in opposition to a candidate before or during an election period; or
* Seeking nomination as or being a candidate in an election before or during the election period

**Corporate Reporting:**

**Gifts, Hospitality or Other Benefits:** Employees, board members and volunteers are not to accept any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their official duties or that may place them under obligation to the donor.

**Funding/Donations:** If an outside individual or entity, with whom [ORGANIZATION] has past, present or potential official dealings, offers a benefit to the organization such as funding for a program or a donation of equipment, [ORGANIZATION] employees, board members and volunteers are to consider whether any real, apparent or potential conflict of interest exists, and report this matter to the HR Department.

**Employer Response:**

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| --- |
| **Description of [ORGANIZATION]’s response to the employee’s conflict of interest declaration.** |