



POLICY

Conflict of Interest

Human Resources

Background	In order to ensure the integrity of the organization, The 519 expects all employees to adhere to this policy as it seeks to mitigate any liability regarding situations which may represent a conflict of interest for the organization and/or the employee. This policy is codified by City Council as part of the Toronto Public Service By-law and compliance is a requirement of the role of 519 employees.
Policy Statement	<p>Employees of The 519 are expected to conduct themselves with personal integrity, ethics, honesty, and diligence in performing their duties for the organization.</p> <p>Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually conflict or may be perceived to conflict with the interests of The 519.</p> <p>In certain circumstances, the duties and obligations imposed by this Policy will continue after the employee leaves the organization including that the employee will not directly or indirectly use or disclose confidential information unless required by law or authorized by the City or The 519 after the employee leaves the public service.</p> <p>The rules and examples that follow do not exhaust the possibilities for conflict of interests; however, they identify obvious situations covered by the policy. The obligations and duties applicable to an employee resulting from these provisions do not replace, remove, or supersede the duties and obligations required by applicable professional designations or regulatory bodies.</p>
Definitions	Conflict of Interest A conflict of interest refers to a situation in which private interests

or personal considerations may affect or may be perceived to affect an employee's judgment in acting in the best interests of The 519. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associates.

Private Interest

Private (or personal) interest means a relationship, obligation, duty, responsibility, or benefit unique to the employee or a person related to the employee

Confidential Information

Confidential information includes, but is not limited to, privileged information, draft by-laws or staff reports, third party information, personal information, technical or financial information, obtained or derived from organizational records that must or may be kept confidential under the Municipal Freedom of Information or Privacy Act, 1990, the Personal Health Information Protection Act, 2004, or City of Toronto Act, 2006.

Application

All employees of The 519, students and interns. Board Members are required to comply with the Code of Conduct for Local Boards.

Preferential Treatment

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends, or business associates, where such advance is contrary to the interests of The 519.

Receiving Fees or Gifts

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends, or business associates for doing work that the organization pays them to do.

The exceptions to this are promotional gifts, or those of nominal value, or the occasional meal.

Outside Work or Business Activities

Employees may not engage in any outside work or business activity that:

- a) Conflicts with their duties at The 519

- b) Uses their knowledge of confidential plans, projects, or information about The 519; and
- c) Will, or is likely to negatively influence or affect them in carrying out their duties at The 519.

Employment of Relatives	The 519 will maintain policies that govern the employment of relatives. The Policy at a minimum outlines the rules restricting supervisory relationships between relatives, and the recruitment and appointment of a relative – see the Employment of Relatives policy for more detail.
Use of Property	Employees may not use, or permit the use of: items belonging to The 519, facilities, equipment, supplies, and other resources for activities not associated with their work.
Confidentiality	<p>Employees may not disclose confidential or privileged information about The 519, or use confidential information to advance personal, or others’ interests. Employees cannot divulge confidential or privilege information about other employee’s without their written authorization.</p> <p>Giving out confidential information does not apply to an employee who alleges wrongdoing of another. As long as the disclosure of such information is not frivolous, vexatious or slanderous, and making the disclosure serves the public interest and is made in accordance with the provisions of this policy, the reporting is then known as whistle-blowing. See the Wrong-Doing Policy for more details.</p>
Financial Interests	Employees who knowingly have financial interests in a contract, sale, or other business transaction, or have family members, friends, or business associates with such interests, must not represent or advise the organization in such transactions.
Participating in Decision Making	An employee of The 519 will not participate in a decision-making process with respect to a matter that they are unable to influence in the course of their duties if they benefit from the decision, unless they are authorized by Executive Director of The 519.
Appearing Before City or Agency Committees	An employee of The 519 may not appear before a City of Toronto committee on behalf of a private citizen or third party other than for themselves or a family member.

Employees of The 519 must identify themselves as such if they are making a deputation to a City or Agency committee, unless they appear as a private citizen on matters that do not relate to their employment.

Conduct Respecting Lobbyists

All employees of The 519 should be familiar with the requirements and expectation for dealing with lobbyists as outlined in the Toronto Municipal Code Chapter 140, Lobbying.

Requirement to Report

If employees or their family members, friends, or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as city employees, they must report this conflict to their Executive Director or Manager. They may also speak to their Ethics Executive to seek advice to determine if there is a potential or real conflict of interest and guidance on how to deal with the situation.

Reporting a Conflict of Interest

When an employee reports a conflict of interest to the Executive Director, or Manager in writing, a copy and file must be established.

If an employee alleges wrongdoing they must report the allegation in accordance with The 519 Wrong-Doing policy. If the matter relates to City of Toronto employees, contractors, council, agents, or contractors, they should follow the City of Toronto's Wrong-Doing policy.

Failure to Comply

Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal and, where warranted, legal proceedings.

Implementation

All new employees will be oriented to this policy within 2 weeks of starting in their employment with The 519. Managers and supervisors must make the policy available to all employees and must discuss the entire policy with their employees and highlight any of the rules that have particular relevance, given the nature of the employee's work. Managers and supervisors who need assistance interpreting rules and how they apply to specific situations must talk to the Executive Director.

Employees must check with the designated Ethics Executive

(Executive Director) or Departmental Director if they need assistance in interpreting whether a situation they have experience or are confronting puts them in a conflict of interest situation.

Compliance

All employee's must sign off on the Conflict of Interest Declaration and may be subject to review the policy should the employee be placed in a position which may represent a Conflict of Interest.

APPROVED BY

City Council, June 2014

RELATED INFORMATION

Whistle-Blower Protection
Employment Of Relatives Policy
Wrongdoing Policy
Political Activity Provisions

RELATED LINKS
(EXTERNAL)

City of Toronto- Conflict of Interest Policy
Toronto Public Service By-law