

## POLICY

<i>Policy Number:</i>	National Operating Policy #13
<i>Subject:</i>	Conflict of Interest
<i>Approved:</i>	July 16, 2011
<i>Last Revised:</i>	July 16, 2011

### *Objective and Rationale*

To facilitate the daily operations of the Canadian Institute of Public Health Inspectors (CIPHI), the National Executive Council (NEC) may, from time to time, engage in contracts for services with private individuals, firms or companies. These individuals, firms or companies can potentially include members of CIPHI or their families and these contracted services may be remunerated. As such, the NEC is required to be accountable to the members of CIPHI and to operate in an objective manner in the best interest of CIPHI and the public.

To avoid potential conflicts of interest or perceived conflicts of interest pursuant to entering into such contracts, a member of the NEC cannot benefit privately or personally during their terms of office by receiving any remuneration from CIPHI for any services provided. If a contract is entered involving a relation of an active NEC member, a declaration of conflict must be submitted to the NEC by the individual.

### *Definitions*

- **NEC Member** is anyone identified in the Constitution as a member of the National Executive Council, including but not limited to the President, President-Elect, Past President and Councillors
- **Personal Benefit** means a personal gain, including any gains for the families and/or any business interest of an individual and their families or the granting of special considerations or advantages to selected individuals, groups or businesses.

### *Specific Operations*

#### **General**

- All current members of the NEC must disclose all interests and relationships which are actually or potentially in conflict with the interests of CIPHI.
- A conflict of interest will be viewed to exist where an NEC member:
  - has an outside interest that impedes the proper performance of their CIPHI position;
  - have a real or perceived interest that puts into question their objectivity or CIPHI's integrity when making decisions;
  - use CIPHI property (equipment, materials) or information for personal benefit or non-

CIPHI purposes;

- accept gifts of more than nominal value, personal loans, bequests or other favors from an individual or organization, which are a consequence of their position with CIPHI (see Section below regarding 'Gifts')
- discloses information to any individual or organization which would afford an advantage not generally available to others, including such disclosure after leaving an NEC position;
- places themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part, or who might seek in any way preferential treatment, advice, service or consultation.

#### **Declaration of Conflict of Interest**

- Upon acceptance of any NEC position, a signed Conflict of Interest form shall be submitted to the CIPHI National Office.
- A signed Conflict of Interest form must be submitted by any individual accepting a CIPHI position upon request of the NEC. e.g. committee participants, etc.
- Where perceived or real conflict exists, an NEC Member or any other CIPHI volunteer has a duty to report the situation.

#### **Procedures for Dealing with Conflict of Interest**

- Members who are in a situation that may constitute of Conflict of Interest must withdraw from the situation and disclose the potential for conflict to the National President.
- Upon receiving a report of a real, potential or perceived conflict of interest, the National President will consult with the other members NEC, excepting the member in real or perceived conflict, to determine whether a conflict of interest exists. The party or parties involved in the real, potential or perceived conflict of interest will have no part in a review of the situation. In assessing the potential for a degree of conflict, the NEC will consider such factors as:
  - the degree of personal benefit derived by the individual
  - the frequency and value of the gift, item or favour
  - whether or not the individual is in a position to effectively influence or make the decision which may result in personal benefit, and
  - the potential for the perception of conflict of interest and potential impact upon the individual and/or CIPHI
- In the situation where the conflict of interest involves the National President, the review process will be conducted by the National President-Elect in consultation with the remaining NEC members.
- If there is no conflict, no further action is required and the NEC member or CIPHI Volunteer will be advised in writing.
- If a real, potential or perceived conflict exists, the NEC will investigate and issue a recommendation. The recommendation may include, but is not limited to, barring of the

## National Operating Policy #13

individual from participating on a CIPHI committee or NEC entirely, varying the responsibilities of the individual so they are not placed into conflict, or any other options deemed appropriate by the presiding NEC members.

### **Gifts**

- A National Executive Committee (NEC) Member shall not accept a gift from any of the following persons or entities if a reasonable person might conclude that the gift could influence the NEC Member when performing his or duties to CIPHI:
  - A person, group or entity that has dealings with CIPHI. This shall not operate to prevent a NEC Member from accepting a gift of nominal value given as an expression of courtesy or hospitality if doing so is reasonable in the circumstances.
  - A person, group or entity to which the NEC Member provides services in the course of his or her duties to CIPHI.
  - A person, group or entity that seeks to do business with CIPHI.
- A member who receives a gift given as an expression of courtesy or hospitality shall notify the NEC.

### **Accountability**

National Executive Council shall administer and ensure compliance with this policy.

### **Attachments**

Form A – Declaration of Conflict of Interest.

### **Approving Officers**

Phi Phan, National President

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Claudia Kurzac, Past President

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Jason MacDonald, President, AB Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Darcy Chrisp, President, MB Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Oumar Ba, President, Quebec Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Keir Cordner, President, BC Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Ryan Philipation, President, SK Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Ken Diplock, President, ON Branch President

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

Mark Allen, President, NB Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ July 16, 2011

National Operating Policy #13

Barry MacGregor, President, NS/PEI Branch

Sara Timpa, President, NL Branch

\_\_\_\_\_(original signed)\_\_\_\_\_

July 16, 2011

\_\_\_\_\_(original signed)\_\_\_\_\_

July 16, 2011

*Document and Change History*

Initial Draft –September 2008

Approved – July 16, 2011



**Form A - Conflict of Interest Disclosure Statement**

*(To be completed by all Officers and Directors)*

I, hereby acknowledge that, as a CIPHI Executive member or Volunteer, I occupy a position of trust and that I am expected to act at all times in good faith in the best interest of CIPHI, and to act in such a manner as to avoid even the appearance of using my position to advance, in a way inconsistent with the purposes and interests of CIPHI, any private interest of mine or of any individuals or entity with whom I have a relationship. I hereby certify that, to the best of my knowledge, no aspect of my current personal or professional circumstances places me in the position of having private interest which is in conflict with any interest of CIPHI or with my obligation to CIPHI, except as disclosed below:

Describe any exception(s). Use additional page(s) if needed.

Examples:

1. Consultant to XYZ governmental entity
2. Stockholder in XYZ hotel (which could host a CIPHI conference)
3. Member, Board of Directors, CPHA
4. Officer or Director of XYZ CIPHI affiliate or corporate
5. Editor/Publisher, Environmental Health Review
6. Family member owns part interest in ABC Printing (a potential vendor of CIPHI)

---

---

I acknowledge my continuing obligation to report to the President of CIPHI, promptly and in writing, on any change in the nature or setting of my professional activities or any possible conflict of interest (i.e. conflict between the interests of CIPHI and personal interests or those of a related party) which comes to my attention in the future.

---

Name of Executive Member

---

Signature

---

Date