

# The Leamington United Mennonite Home and Apartments

## POLICY AND PROCEDURE

**CATEGORY:**  
Administration

**SUBJECT:**  
Conflict of Interest

**SECTION:**  
C  
**POLICY:**  
6

**DATE:**  
September, 2004

**Signature:** \_\_\_\_\_  
ADMINISTRATOR

**REVISION DATE:** May, 2011

## CONFLICT OF INTEREST

### PURPOSE:

It is the desire of the Leamington Mennonite Home to pursue its mission and mandate of eldercare with excellence, integrity, and professionalism. The Leamington Mennonite Home endeavours to maintain a standard of conduct which ensures that all employees, both labour and management, act always in the best interest of the Home, avoiding any conflict of interest.

### POLICY:

By upholding conflict of interest standards, the Leamington Mennonite Home strives to maintain public and private confidence in the integrity of the Home and its staff. The Home benefits from the expertise of individuals with a multiplicity of interests. However, these interests must not conflict with the mission of the Home nor in any way negatively impact the workplace relationships and care led by the Home. Through the awareness of this policy and procedure the Home shall ensure that, as far as reasonably possible, conflict of interest is avoided. Where such conflicts do and may arise, managing the conflicts of interest fairly, effectively and transparently, through disclosure to the Administrator, is required.

### DEFINITION OF CONFLICT OF INTEREST:

- A conflict between a staff member's duties and/or influence and existing personal interests and/or relationships.
- An actual, perceived or potential situation in which a staff member has a private, personal, or relational interest sufficient to influence the objective exercise of his/her official duties as an employee.
- Personal interests that may include a tendency to favour, bias or prejudice resulting from personal involvement with any other person or group.
- Any action of an employee which through another relationship, undermines the trust, integrity, and public confidence of those served by the Leamington Mennonite Home.

Circumstances which could result in actual, perceived or potential conflict of interest include, but are not limited to:

- Personal and family relationships
- Financial interests
- Outside employment
- Multiple roles
- Public comment
- Acceptance of gifts and benefits
- Personal beliefs
- Use of information

## PROCEDURE

- The employer-employee relationship is founded on a trust and commitment to strive toward the achievement of the Home's mission and mandate of eldercare. It is expected that the employee's time, skill and expertise will be devoted exclusively to the Leamington Mennonite Home while on duty.
- Participation of employees in other business, family or community activities while on duty at the Leamington Mennonite Home will be considered a conflict of interest.
- All LMH employees have an obligation to:
  - Avoid conflicts of interest
  - Report and manage conflict of interest that cannot be avoided

It is the co-joint responsibility of employee and management to:

- Identify conflict of real and perceived conflict of interest when it emerges.
- To report such a conflict of interest to their supervisor (Department Leader and/or Administrator).
- To participate in the development of a management strategy which will mitigate the conflict of interest from the workplace.
- The development of the management strategy shall be the responsibility of the Department Leader, HR Specialist and Administrator, and shall be responsive to the particular nature of the conflict. The management strategy shall take into account the following factors:
  - the nature of the conflict of interest
  - the impact on the workplace and its environment
  - general practicality of changes to routines, shift rotations, workplace roles and duties

The conflict of interest management plan should receive written consent from the employee/employer. Employees who fail to resolve and/or manage a conflict of interest as recommended by the Home will be subject to appropriate measures as determined by the Home.