



# CONFLICT OF INTEREST

## Policy Statement

Kawartha Child Care Services' directors, staff, providers, volunteers and students will declare conflict of interest as it occurs.

## Guidelines

Conflict of interest occurs when a director, staff, provider, volunteer or student of a not for profit organization participates in discussion or decision making about a matter from which they, or a person with whom they have a close personal relationship, may benefit, directly or indirectly, regardless of the size of the benefit.

The benefit may include but is not limited to any issue which involves monetary consideration, divided allegiances with another organization, personnel relationships with staff or clients of the organization.

## Procedure

1. Directors will sign the *Conflict of Interest* form annually.
2. Staff, providers, volunteers and students will sign the *Conflict of Interest* form during orientation.