

Appendix C

AGENCY BY-LAW ON CONFLICT OF INTEREST

Article 17: Conflict of Interest

Definition:

- 17.1 As defined in the Department of Family Services, Province of Manitoba Conflict of Interest Policy and Guidelines for Boards of Directors and Employees of External Agencies, conflict of interest is any situation in which a Board member or employee of the Agency has an employment, business or personal interest which results or appears to result in an improper material interest or an advantage by virtue of the person's position; or an interference with the objective performance of the person's duties as a Board member or employee of the Agency. A material interest includes any matter or situation where a Board member or employee of the Agency has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

Requirements for disclosure:

- 17.2 Members of the Board and employees of the Agency are responsible for disclosure of any situation or matter where they have an actual or perceived conflict of interest or the potential for a conflict of interest. Disclosure should be made in accordance with Section 4.0 of the Department of Family Services, Province of Manitoba Conflict of Interest Policy and Guidelines for Boards of Directors and Employees of External Agencies.

Elected positions:

- 17.3 No Board Member of the Cree Nation Child & Family Caring Agency will hold an elected position with any member First Nation.

Business interests:

- 17.4 No Board Member may be engaged by the Cree Nation Child & Family Caring Agency as an employee or have personal ownership in a business that derives income directly from the Cree Nation Child & Family Caring Agency.

Extra-curricular activities and personal interests:

- 17.5 Board Members who engage in activities that adversely affect or compromise the integrity of the Agency may be subject to discipline.

- 17.6 No Board Members shall recommend or participate in any decision that benefits them financially outside the normal course of their duties with the Agency. This applies specifically but not exclusively to the following:
1. Foster Parent per diem rates.
 2. Agency hiring practices.
 3. Agency purchases, rentals, or contractual arrangements.
- 17.7 No application for adoption shall be received by the Agency from paid staff or volunteers. Those applications should be directed to another Child & Family Service Agency of the applicant's choice.
- 17.8 No Board Member shall accept cash gifts or gifts of value from a client of the Agency.
- 17.9 No Board Member shall participate in any Board decision affecting a member of their immediate or extended family.
- 17.10 If a Board Member or any member of his/her family behaves in such a way to warrant an involvement under the Child & Family Services Act, that involvement shall be done on request of the Agency by the nearest Child & Family Services Agency. Under no circumstances will this Agency investigate complaints about its own staff or Board Members. Rather, the Agency will ensure that these matters are investigated by the nearest Child & Family Services Agency. Any report prepared shall be shared only with the Executive Director of this Agency. Other relatives or close friends who become clients of the Agency shall in no way have direct professional contact with the involved worker. These cases will be assigned to a worker on another team for service.

Process for disclosure:

- 17.11 If a Board Member of the Agency perceives a potential conflict of interest, he/she must declare the conflict and withdraw from the discussion.

Requests for assistance in interpreting policy and guidelines:

- 17.12 Where necessary, the Board or the Executive Director of the Agency shall request assistance from Manitoba in interpreting and applying Manitoba's conflict of interest policy and guidelines.