



**Canadian Mental
Health Association**
Lambton Kent

CONFLICT OF INTEREST POLICY FOR CMHA LAMBTON KENT BOARD OF DIRECTORS, MEMBERS OF BOARD COMMITTEES, EMPLOYEES, RESEARCHERS, STUDENTS, VENDORS AND VOLUNTEERS

PURPOSE

In order to maintain the highest standard of public trust and integrity, it is expected that all individuals associated with CMHA Lambton Kent will carry out their duties honestly, responsibly and in full accordance with the highest ethical and legal standards. It is recognized that potential and actual conflicts of interest may arise as individuals perform their duties and carry out related activities. As a first step in identifying and resolving conflicts of interest, all employees, appointees shall immediately disclose any perceived potential or actual conflict of interest. In addition, all vendors providing goods and services to CMHA Lambton Kent shall also be required to disclose any perceived or actual conflict of interest.

POLICY

An individual has a potential conflict of interest when that individual or member of his or her immediate family has the ability to influence directly or indirectly a decision or action of CMHA Lambton Kent (hereinafter referred to as the Organization) that leads or could lead to a personal, financial or professional benefit for the individual or his or her family or when an individual's interest or actions are adverse to the interests of the Organization.

The following are examples only and are not intended to be exhaustive. A situation or action does not need to occur as described to constitute a conflict of interest. Further, a potential as well as an actual conflict must be reported and it is important to consider the potential for conflict in each situation.

- i) conducting business on behalf of the Organization with an enterprise which the employee or member of his or her immediate family has a personal or financial interest
- ii) seeking or receiving funding or other considerations in regard to Organization related activities without the prior, written permission of the Organization
- iii) using one's position, influence or authority to promote the purchase, lease or use of goods or services used by the Organization where the employee or member of his or her immediate family stands to gain financially from such promotion

An individual's failure to properly disclose an actual or potential conflict of interest may be grounds for corrective action, up to and including termination of his/her affiliation

with CMHA Lambton Kent.

PROCEDURE FOR DECLARATION OF CONFLICT OF INTEREST

1. Whether a conflict of interest exists will depend upon the circumstances of each case.
2. It is the responsibility of all individuals associated with CMHA Lambton Kent to declare situations of actual or potential conflict of interest.
3. Individuals participating in, or having influence over, any purchasing process (including vendors) will be required to sign a declaration at the time of appointment and on an annual basis.
4. Procedures for Declaration of Conflicts of Interests of Directors and committee members shall be in accordance with Board Policy and Procedure for Conflicts of Interest