

STANDARDS OF PRACTICE

B. Conflict of Interests

1. Actions and Decisions

Policy Statements:

1. PLEA expects all personnel to accept responsibility for the discharge of their duties with the highest degree of personal and professional integrity.
2. PLEA expects all personnel to act in a way that does not cause, or is not likely to cause a conflict or the appearance of a conflict between their private interests and the best interests of the program participants and residents they are working with, and the organization. All personnel are required to agree to and sign PLEA's Conflict of Interest Agreement.
3. PLEA defines a conflict of interest as any situation where an individual's personal or private interests (or those of their families or close associates) could improperly influence the performance of their duties, bias their decisions, or undermine the public's trust and confidence in the organization. Personnel are prohibited from using their relationship with PLEA for personal gain or profit either directly or indirectly.
4. PLEA requires all personnel to disclose to their manager, fully and without delay, any actual or possible conflict of interest that arises.
5. PLEA expects all personnel to be alert to circumstances where their professional discretion, impartial judgment and loyalty to PLEA may be called into question. All decisions must be based on both the letter and the spirit of the organization's Code of Ethics and Code of Conduct.
6. PLEA requires all personnel who have a romantic involvement with any personnel that they manage, supervise or otherwise exert perceived or actual power or influence over, inform the Executive Director at the earliest opportunity. Romantic relationships with external stakeholders (including contractors, individuals employed by referring authorities or partner agencies, or other individuals with whom PLEA has working relationships) where there is an opportunity to exert perceived or actual influence, must also be reported to the Executive Director. The Executive Director and members of the management team will use and/or communicate the information disclosed solely for specific, legitimate purposes.

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STANDARDS OF PRACTICE

7. PLEA prohibits all personnel from accepting gifts, hospitality, favours or funds from any individuals or groups with whom PLEA has working relationships that are beyond the normal exchange of hospitality or cultural traditions.
8. PLEA treats all individuals who apply for or are referred to the organization's services in a fair and equitable manner. Under no circumstances will members of the Board, personnel, contractors or their family members receive preferential treatment.
9. PLEA regards family relationships as neither an advantage nor a barrier to obtaining employment with the organization. However, no two individuals with a family relationship may hold positions in which one of them is directly responsible for recommendations or decisions in matters involving initial selection, retention, promotion, wages, leaves, or any job-related function of a supervisory or evaluative nature.
10. PLEA promotes a workplace where conflicts of interest are identified and managed in a timely manner. The Executive Director or designate evaluates all situations that may constitute a conflict of interest and provides specific direction to the individuals involved.

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STANDARDS OF PRACTICE

B. Conflict of Interests

2. Additional Employment/Moonlighting

Policy Statements:

1. PLEA requires all employees who wish to engage in paid activities in addition to their employment with the organization must have prior written approval from their manager.
2. PLEA evaluates all such requests on the basis of what is in the best interests of the organization and the individuals it serves. Professional responsibilities and obligations will always supersede personal interests.
3. PLEA requires all employees who have approval for additional paid activities to advise their manager whenever the circumstances of these activities changes.
4. PLEA reviews all approvals for additional paid activities from time to time to ensure that they are still appropriate.

Procedures:

1. Employees who wish to engage in paid activities in addition to their employment with PLEA must provide their manager with the following information in writing about the potential for:
 - The proposed activities to conflict with their PLEA duties with regards to availability and workload;
 - The confidentiality and privacy of information being breached due to their status with PLEA;
 - Conflict of interest situations to arise between their obligations to PLEA and to the organization where they propose to work;
 - Conflict of interest issues to arise between PLEA and other organizations, including the organization who will become their new employer;
 - These activities adversely affecting PLEA's reputation; and
 - The PLEA resources being used for their additional paid activities
2. The employee's manager assesses this information and any other information relevant to the request with the Program Director and/or Executive Director.

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Filename: B. Conflict of Interests; 2. Additional Employment/Moonlighting	Last Update: January 15, 2009

STANDARDS OF PRACTICE

All decisions to approve or deny requests are based on what is in the best interests of PLEA and the individuals it serves, and are provided in writing to the employee.

3. Approvals for additional paid activities are reassessed whenever changes to these arrangements occur, or when PLEA's operational requirements change.

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B. Conflict of Interests

3. Private Practice

Policy Statements:

1. PLEA prohibits all personnel from referring current or former program participants and residents to a private practice in which personnel, contractors, or the immediate families of personnel and contractors are engaged.
2. PLEA prohibits all personnel to serve any of PLEA's current or former program participants and residents in their private practice.
3. PLEA ordinarily does not permit personnel to conduct their private practice on any of its sites. The Executive Director must approve in writing all exceptions to this policy. Periods will not exceed one year but may be granted renewals.
4. Any such agreement must include that private practitioners provide their clients with a clear, written statement that clarifies the relationship between the practitioner and PLEA; and that the practitioner is prohibited from serving any current or former program participants and residents of PLEA. (See Declaration to Private Practice Clients Form)

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