

Children's Design International Collection

Collection Internationale Dessains d'enfants

CONFLICT OF INTERESTS POLICY

GOVERNING BODY:	Board of Directors
DATE APPROVED:	November 3, 2018
APPROVED BY:	Board of Directors
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Review cycle:	5 years

GOAL

The CDIC-CIDE needs the support of the public and of its partners. Obtaining and maintaining this support requires a high degree of integrity and of professionalism of its volunteers and staff. This policy aims to establish the norms around conflict of interest to ensure that each employee acts in the best interests of the CDIC-CIDE and its clients.

SCOPE

Administration, employees, volunteers.

POLICY

A conflict of interests is where a person or any one organization that the person represents or participates in, has direct or indirect interests that go against those held by the CDIC-CIDE. Due to competing interests, said person could take advantage of their position within the organization for self-profit, or the CDIC-CIDE could be prevented from attaining an objective that would be in its best interest.

A conflict of interests could occur when a person is engaged in a contract with the CDIC-CIDE, holds shares in a company, or is connected with a person who is a party to such a contract. There may also be a conflict of interests if the CDIC-CIDE pays someone who has rendered services, payment that exceeds the reasonable expenses incurred, which goes against the policies of the CDIC-CIDE regarding reimbursement of expenses.

Each director and committee member must

- a) Be aware of the current policy and confirm to such, in writing, to their immediate supervisor.
- b) Disclose, without delay and in writing, to a supervisor or manager, their commercial or financial interests once these interests place them—in any real, potential or apparent way—in conflict of interest with respect to their official functions.

- c) Not use their position within the CDIC-CIDE for their personal benefit nor for the benefit of a third party.
- d) Within the limitations of their activities in the organization, be conscious of the basic principles that the CDIC-CIDE holds in terms of neutrality, impartiality and confidentiality toward the collection.
- e) Not participate or vote in a discussion involving the resolution to approve a contract in which they hold personal interests; in which case, an employee or volunteer must not approve, nor sign said contract.
- f) Not help any entity or person in their dealings with the CDIC-CIDE if it results in preferential treatment toward themselves or a third party.
- g) Directly or indirectly use or authorize the use of goods or information belonging to the CDIC-CIDE for reasons other than approved activities.
- h) In the exercise of their functions, not knowingly withhold information that would be vital for the proper functioning of the CDIC-CIDE.
- i) Avoid favoritism in activities performed in the name of the CDIC-CIDE. No one should accept any personal gifts from those conducting business or wishing to conduct business with the CDIC-CIDE.
- j) Consult their supervisor if they feel they may be in a situation that could cause a conflict of interests.

RESPONSIBILITY

Board of Directors and committee members.

EXPECTED OUTCOME

Those who do not respect the above-mentioned norms in the context of their official functions will be subject to appropriate and immediate disciplinary measures, as determined by the CDIC-CIDE, which can include dismissal.

Those who do not respect the present norms, following their dismissal from the CDIC-CIDE, agree that the disclosure of confidential information will cause irreparable damage to the CDIC-CIDE and that the latter reserves the right to take legal action against offending parties.

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