

Conflict of Interest		<b>3020</b>
Chapter 3: Disclosure, Conflict and Resolution	Department: Finance	
Date Approved:	Date Revised:	
Source Reference: Nogdawindamin Internal		

## **POLICY:**

To avoid a real or potential conflict of interest, the Agency's Officers and employees must carry out financial transactions with responsibility to conflict of interest guidelines.

All financial transactions will be undertaken in accordance with Nogdawindamin Family and Community Services conflict of interest guidelines.

## **PROCEDURE:**

With respect to all conflict of interest guidelines, all financial transactions are carried out as follows:

1. An officer, manager or employee may not purchase the organization's property or goods with a value over \$75, unless a sale of assets is organized by the agency. In that case a bidding method with a minimum bid equal to what the asset can be sold to a third party will be used. For example, if a sale of a fleet vehicle is deemed to be in the best interest of Nogdawindamin a trade in value quote will be obtained from a dealership and that quote would be the minimum bid for the vehicle.
2. The purchase of goods and services must be based on competitive considerations, in accordance with the [Procurement of Goods and Services Policy #8020](#).
3. Employees and officers are prohibited from using their position or knowledge to influence the tendering process for direct or indirect personal gain.
4. Members must not represent themselves as being in a position to commit the organization to the purchase of goods or services, except in accordance with relevant policies and practices and within the recognized authority of their position.

## **POLICY REFERENCES:**

HUMAN RESOURCES MANUAL