

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Conflict of Interest	Revised Date:	Sept 8, 2018
			Sec 1, 3E
		Reviewed:	July 23, 2018

CONFLICT OF INTEREST

1. A conflict of interest occurs when an employee is in a position to influence a business decision that may result in a personal gain.
2. All employees have an obligation to conduct their duties to avoid actual, potential or perceived conflict of interest.
3. An employee shall not accept from or provide to anyone a bribe, ~~favour or fringe benefit~~ anyone who conducts business with the NLLS.
4. If an employee has any influence in a business transaction involving a purchase or contract, full disclosure must be made to the Executive Director so that safeguards can be established and recorded.
5. An employee shall not use their influence to obtain advantage on behalf of a family member, friend or relative of the employee.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval