

**Type:** Human Resources**Authority:** CEO**Associated****Documents:****Original Approval:** 5-22-18**Amended On:****Reviewed On****ADM.2018.74.1 Reporting a Conflict of Interest**

1. Staff must advise the CEO prior to engaging in any activities that may be seen as a conflict of interest, or which may disadvantage the BMPL. This includes, but not limited to:
  - 1.1. Being related to any candidate applying for employment or a business partner under consideration for Fee for Service contract with the BMPL;
  - 1.2. Having a vested interest in an external business which may provide materials or service to the BMPL;
  - 1.3. Being offered services or materials as a result of employment or Board appointment with the BMPL;
  - 1.4. Making use of a position with the BMPL to solicit services or materials for personal gain; or
  - 1.5. Utilizing staff equipment, services or materials for an external business.
2. Participation of the employee in other business, organizations or activities that compromise the employment relationship, or are deemed to disadvantage the BMPL will be considered conflict of interest.

**ADM.2018.74.2 Acceptance of Notice**

1. A decision will be made stating one of the following actions to occur:
  - 1.1. Acceptance of notice with no further limitations;
  - 1.2. Acceptance of notice with removal from acting on any committees or panels.
2. In the case of hiring or contract selections, the member or staff may be required to step down from the selection committee so there remains no further conflict with the applicant pool. This option ensures no nepotism occurs in the hiring, contracting, or purchasing process.

**ADM.2018.74.3 Exemptions to this Statement**

1. The BMPL shall adhere to the specifications of external funders whose criterion is more stringent or lax for any employment, contracts, or purchases for which the funder's contribution is used. If these do not follow this statement, or any of the policies of the Library, a resolution stating such alteration for the specific case shall be passed.
2. The BMPL shall exempt monetary interest which is so remote or insignificant that it could not be reasonably regarded as an influence to BMPL's decision making.
3. The BMPL shall exempt monetary interest when it is in common with a broad group of which s/he is a member or which their family is involved.

**ADM.2018.74.4 Confirmation of Receipt of Policy**

1. Staff shall confirm in writing that they have received and read this policy and procedure upon adoption of this policy, or for new employees, following their hire, and at any point where a change in job function or title occurs.
2. As the employer-employee relationship is founded on trust and commitment for mutual benefits, it is expected that the employee's time, labour, skill and attention will be devoted to the business of the BMPL, as specified by the employment contract.
3. The BMPL's property, materials and services will be utilized only as requested or authorized by the employment contract and policy, and not for personal use.
4. The supervisor of the employee has the right to ask if a Conflict of Interest or perception of same exists or is possible. This includes the Chair or the CEO.
5. Employees who fail to honour the provisions of this policy will be considered to be in breach of the policy and therefore the employment contract with the BMPL, and may be subject to disciplinary action up to and including termination of employment.