

	Dimensions: Safety	HAO Standard: 3.2a	Policy: Safety #9
	Original Approval Date: March 17, 2003	Date Revised: February 2, 2009	Revision Approval Date: August 31, 2009

TOPIC: CONFLICT OF INTEREST

POLICY STATEMENT:

All volunteers/staff must disclose any personal, business, commercial or financial interest where such interest may be construed as being in real, potential or apparent conflict with their regular duties with the NNPCN (N/PS).

PROCEDURE:

1. Volunteers/staff must disclose in writing any real, potential or apparent conflict to the Program Administrator before assuming their role.
2. The Program Administrator or delegate:
 - Reviews the disclosure and determines if the volunteer/staff may continue in their role
 - Documents decision in volunteer/staff record or file
 - Reports the incident to the Executive Committee

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy

