



Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity and credibility of the Centre for Community-Driven Research/Pathways Specialist Nurse Service by establishing clear expectations regarding conflicts of interest. These guidelines are intended to help employees, contractors, board members, and volunteers identify, disclose, and manage any situations where personal, financial, or other interests could interfere, or appear to interfere, with their duties and responsibilities.

It is important for all stakeholders to remember that the Centre for Community-Driven Research is a charity. As is the case for all charities, no individual can benefit financially from the work conducted by the Centre for Community-Driven Research, that is, no individual can use their engagement for any sort of profit, whether direct or indirect.

2. Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests could improperly influence, or appear to influence, the performance of their duties. Conflicts of interest can be categorized into three main types:

- Actual Conflict of Interest: A situation where a person's private interests directly conflict with their organizational responsibilities.
- Perceived Conflict of Interest: A situation where a person's private interests could appear to a reasonable observer to conflict with their organizational responsibilities, regardless of whether such a conflict actually exists.
- Potential Conflict of Interest: A situation where a person's private interests could foreseeably conflict with their organizational responsibilities in the future.
- Intentional Conflict of Interest: A situation where a person engages with the motive of investigating, information seeking, or other non-transparent reasons in order to share information with external parties.

3. Examples of Conflicts of Interest

Conflicts of interest can arise in various situations, including but not limited to:

- Financial Interests: Holding a financial stake in a company that does business with or competes with the Centre for Community-Driven Research/Pathways Specialist Nurse Service.
- Personal Relationships: Hiring or supervising a relative or close friend.
- Gifts and Hospitality: Accepting gifts, services, or hospitality from individuals or companies that do business with the Centre for Community-Driven Research/Pathways Specialist Nurse Service, which might influence or appear to influence decision-making.
- Outside Employment: Engaging in outside employment or consulting that conflicts with the interests of the Centre for Community-Driven Research/Pathways Specialist Nurse Service, interferes with job performance or utilises process/IP developed by the Centre for Community-Driven Research/Pathways Specialist Nurse Service without permission
- Use of Information, Processes or IP: Using information obtained through the Centre for Community-



Driven Research/Pathways Specialist Nurse Service for personal, professional or financial gain.

4. Disclosure of Conflicts of Interest

All employees, contractors, board members, and volunteers are required to disclose any actual, perceived, or potential conflicts of interest as soon as they arise. Disclosures should be made in writing to the Chief Executive

The disclosure should include:

- A description of the conflict of interest.
- How the individual's duties might be affected.
- Any steps the individual has taken or proposes to take to mitigate the conflict.

5. Management of Conflicts of Interest

Once a conflict of interest is disclosed, the Centre for Community-Driven Research/Pathways Specialist Nurse Service will take the following steps to manage it:

- Review: The designated officer will review the disclosure and consult with the individual involved to gather additional information if necessary.
- Decision: A determination will be made as to whether a conflict exists and, if so, whether it is an actual, perceived, or potential conflict.
- Mitigation: Appropriate measures will be taken to mitigate or eliminate the conflict. This may include recusal from decision-making, reassignment of duties, divestiture of financial interests, or other actions as deemed necessary.
- Documentation: All disclosures and decisions regarding conflicts of interest will be documented and maintained on file.

6. Consequences of Non-Compliance

Failure to disclose a conflict of interest or to comply with the guidelines and decisions made to manage conflicts of interest may result in disciplinary action, up to and including termination of employment or engagement with the Centre for Community-Driven Research.