



Surrey Urban Mission Society

Conflict of Interest

Overview

We are ethical individuals and an ethical organization. We have a reputation to uphold and we want to make sure that our behavior and business practices are sound and reflect our professionalism. At the same time, we never want to stifle off-hour activities, creativity, or the ability to engage in outside interests.

We trust your judgment, but if you are unsure of a situation that may place you in a conflict of interest, please refer to the guidelines below or discuss the situation with a member of the Board of Directors or Executive Director.

Partial list of potentially sensitive areas: Engaging in outside work; financial transactions with a potential client, supplier, or competitor; immediate family member engaging in a business similar to ours; receiving gifts from a supplier.

Guidelines

Our Mission, our clients, and the outside world, place high expectations on integrity. It is important that a high standard of ethical, moral, and legal conduct be upheld when business is conducted both internally and externally.

Individuals may, from time to time, pursue personal and private business interests and ventures, and may participate in other forms of decision-making organizations. It is the responsibility of every individual to clarify such outside activities with the Mission. In such cases, the individual must provide a full written disclosure to the Board of Directors or the Executive Director so that an assessment can be made and any potential conflicts of interest may be prevented.

The Details

The following situations require full written disclosure to and approval by a Board Member or the Executive Director:

- You, your spouse, or a member of your immediate family is engaged in a business similar in nature to the Mission.
- You are engaged in outside work that will interfere with your primary job due to your work hours or attendance at the Mission, or that is in some way hostile or adverse to the Mission
- You accept a retainer, commission, consulting fee, or any other fee arrangement or remuneration
- You, or any member of your immediate family, directly or indirectly borrows from, lends to, invests in or engages in any substantial financial transaction with a client, potential client, supplier or competitor. Members of immediate family include spouse, children, and any other relative sharing your household. This does not apply to professionally managed mutual funds, provided that the fund manager is not a member of your immediate family
- You perform outside work during regular Mission working hours and make use of the Mission's facilities, equipment, labor, or supplies to conduct this outside activity
- You receive gifts from a supplier or competitor
- You work with an employer whose business is in competition with ours or services our clients
- Your work requires use or disclosure of proprietary information of our business or our clients
- Supervisors, managers, and senior individuals in a sensitive or influential position must disclose the existence of any relationship with another co-worker that has progressed beyond a platonic friendship.

If you engage in any approved outside work, you are under obligation to advise your client that the work is in no way by, for, or in the name of the Mission.

Failure to disclose or discuss information related to any of the above points may lead to corrective action, including dismissal.