

HUMAN RESOURCES CODE

8 EMPLOYEE RESPONSIBILITIES

8.4 CONFIDENTIALITY

With the exception of LAMP staff sharing information about internal LAMP referrals, LAMP staff and direct service volunteers shall only disclose confidential information when properly authorized by their clients, when legally obligated to do so, or when the disclosure is essential to the prevention of physical harm to the client, staff or others. Whenever information is shared, LAMP staff may not divulge more information than is necessary to adequately serve the client's best interest.

With regard to the confidentiality of organizational affairs, staff and volunteers are required to respect the fact that they may not be the appropriate person to convey the information, and that sometimes information about LAMP is sensitive, could be misunderstood or misinterpreted or is confidential and must not be shared in the community.

Please see "Client Confidentiality" and "Organizational Confidentiality" in "Policies" (Section 5).

8.5 CONFLICT OF INTEREST

A "conflict of interest" is defined as a situation where someone's personal interests are in conflict with the best interests of LAMP and may occur when someone or one of their family or household members provides or receives, directly or indirectly, personal gain, advantage or privilege.

A "perceived conflict of interest" exists when it would be reasonable for someone to believe that someone might be adversely influenced in the performance of their duties at LAMP by their other interests.

No one shall use the office, name or resources of LAMP to further a private purpose. For example:

- a) Interviewing a relative for employment with LAMP;
- b) Purchasing supplies or equipment and receiving preferential treatment for such purchases;
- c) Using the name or resources of LAMP in seeking public office or advocating for a personal issue that is not an issue of the organization.

A LAMP employee or volunteer who becomes aware of a conflict of interest must declare the conflict. If there is some doubt as to whether a true conflict exists, the staff member or volunteer must be referred to the Executive Director.

Final responsibility around the determination of conflict of interest rests with the Board of Directors.

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8.5 CONFLICT OF INTEREST (continued)

HONORARIA/GIFTS

In your capacity as a LAMP Staff member, any honoraria, fees for contract work or consultation performed on LAMP time or gifts received as a result of the performance of activities in the course of his/her employment are owed to LAMP. Employees must notify their supervisor of the receipt of such fees or gifts, and are to provide such gifts, honoraria or fees to their supervisor. Monetary gifts will be deposited into LAMP's general operating account, gift items will be used for fundraising events.

The exception to this is promotional gifts or those of nominal value, e.g., coffee mug or letter opener with the company's logo or the occasional lunch.

ATTENDANCE AT CONFERENCES:

Employees should not attend events at the expense of a person who has a business relationship with LAMP, i.e. a supplier. However, there may be some exceptions in certain circumstances. If a person/company who has a relationship with LAMP, invites a LAMP employee to an event and the employee believes it would be beneficial to LAMP to attend the event, the employee shall submit a written request to his/her supervisor/manager outlining the benefit for LAMP. There cannot in any way whether it is explicit or implicit be any benefit to the supplier. LAMP will not promote any suppliers products more or less than products of other like suppliers.

If the person/company invites a LAMP employee to an event at the company's expense and the company representative who invited the employee is not attending the event or it is clear that business will not be carried out at the event, the LAMP employee should refuse the invitation with reference to the Conflict of Interest Policy.

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8.5 CONFLICT OF INTEREST (continued)

PARTISAN POLITICAL ACTIVITY

- LAMP will not become involved in or identified with the activities of any political party or candidate for political office.
- No employee shall use LAMP funds or facilities while working for any party or any candidate for public office to further the cause of that party or candidate.
- Work for or against any political party or candidate by any employee during working hours is not permitted.
- An employee, acting in his/her professional capacity, may not undertake any political activity for political parties or candidates under the name of LAMP.
- No employee shall designate any other employee as a solicitor for political contributions. Any employee who chooses to be a candidate for elected office will take an unpaid leave between nomination and Election Day.

Please see “Conflict of Interest: Staff & Volunteers” in Section 5 (in Organizational Policies section).