



HUMAN RESOURCE POLICY

2.0 IPC EXPECTATIONS **2.02 CONFLICT OF INTEREST**

Purpose

To protect the public interest by outlining guidelines for employees which ensure that a conflict of interest does not exist or does not appear to exist.

Application

This policy applies to all employees of the Information and Privacy Commissioner (IPC).

Background

Definition

Conflict of interest is a situation in which an employee, either for him or herself or some other person(s), attempts to promote a private or personal interest which results or appears to result in:

- An interference with the objective exercise of duties in the IPC.
- A personal, professional or financial gain or advantage by virtue of his or her position in the IPC.
- An action that compromises or undermines the trust which the citizens and public bodies place in the IPC, and its employees.

Policy

The Commissioner and supervisor will ensure employees review and are aware of the conflict of interest guidelines.

Responsibility

The Commissioner has overall responsibility for this policy and retains the authority to decide whether or not a conflict of interest situation exists.

Employee Disclosure Requirements

An employee is required to disclose to his or her supervisor any situation involving the employee which may be a conflict of interest or an apparent conflict of interest. If a supervisor becomes aware that an employee is involved in activities which might constitute a conflict of interest, he or she can request that the employee provide the supervisor full disclosure regarding his or her activities. As a normal course of business, the supervisor and the Commissioner should be apprised of any potential conflict of interest situations.

Activity in social media carries similar obligations to any other kind of activity. If online activity would violate any of the IPC's policies in another forum, it will also violate them in an online forum.

Confidentiality

All documents prepared and information gathered for the purpose of identifying a conflict of interest shall be treated in a confidential manner.

Note: for more information please see IPC Guidelines Policy 2.02 for Conflict of Interest.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

The Public Service Act, 1998

Saskatchewan Public Service Human Resource Manual, Section 801

IPC Guidelines for Policy 2.07 Internal Social Media

IPC Guidelines for Policy 2.02 Conflict of Interest