



New Realm Vocational & Management Services Inc.

CONFLICT OF INTEREST **POLICY**

Description:

The following document outlines **New Realm Vocational & Management Services Inc. (NRVMS)** “*Conflict of Interest Policy*”. Executives, management, employees and professional resources are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization. All resources are mandated to identify any conflicts of interests whether they are apparent, perceived or potential.

(1) Organization:

As part of our client on-boarding process, (NRVMS) will review and confirm prior to contract signature that no conflict of interest exists between current clients and the new. If any issue is identified during on-boarding, the organization will be transparent and identify the issue to both parties. If a resolution or consensus cannot be reached, the new contract will not be accepted in fairness to all involved. The integrity of the corporation is of utmost importance.

(2) Individuals:

Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of (NRVMS). (NRVMS) mandates that all resources, contracted professionals and management must identify any conflicts of interest as soon as they are apparent or the potential to arise is perceived. At no time is the presence or perception of a conflict to be allowed to manifest or continue in order to preserve the impartial nature of the management, assessment and confidentiality of our services.

In accordance with our Internal Performance Management System, the initial checkpoint in regards to conflicts of interest on an individual basis is performed as part of the (NRVMS) Intake Process.

A resource may not assess, intake, manage, report or interact with clients who fall into the following categories:

- Current spouses, family members (including siblings, cousins, spouses and/or children thereof)
- Ex-spouses and their relations
- Current and/or former co-workers
- Current and/or former professional relationships
- Former employers

- Neighbours; past or present
- Any party for which they have a personal or professional relationship. Dependent on when the perceived conflict is recognized, actions may include but are not limited to the following:
 - Where the name or address of the client is known to the individual, the file may be transferred to another (NRVMS) resource or professional client for processing and/or assessment.
- Where the client indicates that they know the consultant/resource, the file will be updated and the client advised that another appropriate consultant/resource will be assigned.
- In the case where an assessment is being completed and it is not evident until the assessor and client are in each other's presence, (NRVMS) will immediately contact the client's requesting organization. (NRVMS) will always consult with the requestor to determine the best course of action prior to initiating the assessment. These actions may include but are not limited to:
 - Re-scheduling the appointment using another assessor
 - Mutual agreement by (NRVMS), the requestor and the client to proceed
 - Declaration by any party to quit

Implementation:

- Managers and supervisors will review this policy as part of the (NRVMS) Resource Management Best Practices:
 - Initially as part of employee or professional resource on-boarding
 - Ongoing as part of annual employee/resource reviews
 - As an agenda item at regular team meetings

Compliance:

- Individuals who fail to comply with this policy are subject to disciplinary action up to and including dismissal