**Pathway To Potential - Conflict of Interest Policy**

**1. Purpose**

The purpose of this Conflict-of-Interest Policy is to outline guidelines and procedures for identifying, disclosing, and addressing conflicts of interest within Pathway To Potential among employees, contractors, and volunteers involved in disability support services. This policy aims to ensure that all decisions and actions are made in the best interests of individuals with disabilities.

**2. Definition of Conflict of Interest**

A conflict of interest arises when an individual's personal interests, financial or otherwise, have the potential to influence their professional judgment or decision-making in a manner that may be detrimental to the individuals with disabilities we support or to the reputation and mission of Pathway To Potential.

**3. Disclosure Obligations**

All employees, contractors, and volunteers involved in disability support are required to disclose any actual or potential conflicts of interest to their supervisor, manager, or the designated conflict of interest officer within Pathway To Potential.

**4. Examples of Conflicts of Interest**

Common examples of conflicts of interest in the context of disability support may include, but are not limited to:

* Financial interests in organizations that provide services or products related to disability support.
* Personal relationships that may compromise professional judgment.
* Giving/Accepting gifts, gratuities, or favours from individuals or entities associated with disability support services that are over $50/year.

**5. Assessment and Management**

Upon disclosure, Pathway To Potential will assess the disclosed conflict of interest to determine its nature and severity. Depending on the situation, actions may be taken to manage, mitigate, or eliminate the conflict, which may include:

* Adjusting roles and responsibilities.
* Recusal from decision-making processes.
* Divestment of financial interests.
* Establishing clear boundaries and guidelines.

**6. Reporting Violations**

Employees, contractors, and volunteers are encouraged to promptly report any violations or concerns related to conflicts of interest to their supervisor, manager, or the designated conflict of interest officer within the organization. Whistle blower protection will be provided to those who report in good faith.

**7. Non-Retaliation**

Pathway To Potential strictly prohibits retaliation against individuals who report conflicts of interest in good faith or participate in investigations related to conflicts of interest.

**8. Recordkeeping**

Pathway To Potential will maintain records of disclosed conflicts of interest, the actions taken to address them, and any related decisions or resolutions.

**9. Policy Review**

This Conflict-of-Interest Policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with evolving laws and regulations. All employees, contractors, and volunteers will be notified of any policy changes.

**10. Acknowledgment**

By continuing employment, engagement, or volunteer service with Pathway To Potential individuals acknowledge that they have read, understood, and agree to comply with this Conflict of Interest Policy.

**Date of Policy: 03/10/2023**