



Conflict of Interest and Confidentiality Agreement

Procedure

All Unitarian Church of Edmonton (UCE) staff and/or volunteers with access to personal information beyond the UCE directory of members and/or friends or financial information &/or have access to a “budget line” or apply for expense reimbursement from UCE must sign this agreement, which will be maintained in the church office.

Conflict of Interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or *be seen to* benefit that person because of his/her direct or indirect personal or financial interests affected by or involved in that matter.

In the event that such a matter arises, they shall refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

When the UCE volunteer or staff is to decide upon an issue about which they have a conflict of interest, that person shall formally disclose the interest, and then absent themselves without comment from not only the vote, but also from the deliberation.

UCE volunteers and staff members will annually disclose their involvements with other organizations, vendors, or any associations that might produce a conflict.

It is the duty of any UCE volunteer or staff member taking part in the operations of the Unitarian Church of Edmonton to adhere to the Conflict of Interest Policy at all times.

Confidentiality Agreement

As a volunteer or staff member of UCE, I may have access to the personal information of members and friends, which should be held in confidence.

I understand that sharing a member’s or friend’s contact information, the amount of money they may give and any other information that they may consider private must

remain completely confidential. Even the act of insinuating that I know private information of an individual/family is not acceptable.

I understand that this policy is not intended to impede normal church communications, but rather to specify individual discretion.

I understand that any unauthorized release or carelessness in the handling of confidential information is considered a breach of the duty to maintain confidentiality.

I also understand that any breach of this duty to maintain confidentiality could be grounds for immediate removal of my duties and limitations on future volunteer opportunities.

Therefore, I agree to:

- Never release the address, phone number, financial details or any other information of a UCE member or friend they may consider confidential to anyone except those specifically authorized to receive such information, unless authorized by the member or friend.

I have read and understand this Conflict of Interest and Confidentiality Agreement and agree to abide by it.

Signature of Staff or Volunteer: _____

Printed Name of Staff or Volunteer: _____

Date: ____ / ____ / ____
(Day/Month/Year)