



5.6 Conflict of Interest Policy

Intent

The employer has adopted this policy to ensure that our business interests are protected and employee productivity is maintained through the mitigation of potential and perceived conflicts of interest.

Scope

This policy applies to all employees always and without exception.

Bargaining members are requested to refer to their current Collective Agreement for procedures and guidelines pertaining to this policy. Where a Collective Agreement is silent on the issue, this policy shall dictate conflict of interest procedures for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

The employer generally allows employees to pursue secondary employment when such employment causes no adverse effects to the employee's performance at the employer; when the secondary work is performed before or after the employee's regularly scheduled working hours; and where the secondary work does not create a conflict of interest.

- Any employee that wishes to work part-time, or for any amount of time before or after their regularly scheduled work with the company should discuss the matter with their manager prior to their acceptance of a secondary employment offer.
- The employee may be required to disclose information pertaining to the proposed secondary employment to allow the employer to review the situation. The review will simply ensure that there is no conflict of interest.
- To ensure the safe-keeping of our trade-secrets and confidential information, employees are strictly prohibited from seeking secondary employment with any organization that competes either directly or indirectly with the company, or who conducts business that is like the employer's. This requirement is in keeping with the employer's employment contracts and agreements.
- Advance written permission to have additional employment with any organization that conducts business with the employer, its suppliers, or dealers must be obtained from management. Failure to obtain advance written permission may result in disciplinary action, up to and including termination of employment.
- Due to the health and safety risks associated with fatigue, the employer encourages employees to have eight consecutive hours free from work for rest, prior to reporting for regularly scheduled work with the employer.

If any employee has reason to believe that a conflict of interest has occurred or is possible, it is their duty to report the situation to their manager. Employer policies strictly prohibit any retaliation for fulfilling this obligation.

- Employees should avoid any interest, investment or association that creates a conflict of interest.
- Employees should avoid the creation of any personal, direct or indirect interest or relationship with any organization that competes with the employer, or provides products and/or services to it.

Managers are directed to take all appropriate steps to prevent and stop conflicts of interest in their areas of responsibility. Any manager who is subject to, witnesses, or is given written or verbal complaints of a conflict of interest shall work to minimize or eliminate the issue at hand. If this is not possible with the available resources, the manager is required to report the conflict of interest to the general manager of their hotel.



The employer seeks to resolve claims of conflicts of interest as expediently as possible. Investigations shall be conducted and the appropriate actions taken no later than ten business days following the filing of a complaint.

Addressing complaints shall be accomplished through the following methods:

- Determining whether a reported act is indeed a conflict of interest.
- Resolving the conflict of interest.
- Administering punitive or corrective actions as appropriate.
- Administering punitive actions if allegations were knowingly falsely made.
- Updating the policy for any new conflict of interest situations.

After an investigation, a written report will be prepared which will include a statement of findings and a determination of whether this policy has been violated. The report shall be presented for review to law enforcement officials or legal counsel, as necessary. The employer will keep the report for a minimum of seven years specifically to ensure it is available for any administrative or legal actions pending.

This policy encourages employees to report any conflicts of interest encountered in their employment with the organization. Retaliation against the complainant is strictly prohibited and will result in appropriate disciplinary action. Retaliation by the respondent, or anyone acting on behalf of the respondent, against any witness providing information about a conflict of interest report, is also strictly prohibited. Acts of retaliation include, but are not limited to, interference, coercion, threats and restraint.

This Conflict of Interest Policy will not be used to bring fraudulent or malicious complaints against employees. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action up to and including termination of the individual lodging the fraudulent or malicious complaint.