

**FINAL VERSION - MANAGERS POLICY
MARCH 18, 2014**

**CONFLICT OF INTEREST POLICY APPLICABLE TO SENIOR ADMINISTRATORS, SENIOR OFFICERS,
INTERMEDIATE OFFICERS AND OFFICERS OF THE CREE BOARD OF HEALTH AND SOCIAL SERVICES OF
JAMES BAY**

1. POLICY STATEMENT AND APPLICATION

- 1.1 Recognizing and addressing issues that arise from conflicts of interest is an important facet of a professional public service. This conflict of interest policy is intended to support the CBHSSJB's integrity and to reduce the potential for conflicts of interest within the CBHSSJB's public service by establishing standards of conduct applicable to senior administrators, senior officers, intermediate officers and officers and by providing tools to address issues that arise when the latter's personal and employment and/or fiduciary interests conflict.
- 1.2 Senior administrators, senior officers, intermediate officers and officers must at all times comply with any specific conduct requirements in the exercise of any power or the performance of any duty or function on behalf of the CBHSSJB contained in any law, by-law or regulation applicable to the CBHSSJB or such personnel or members including, without limitation, *An Act respecting health services and social services for Cree Native persons*, R.S.Q., c. S-5.
- 1.3 Nothing in this policy is intended to in any way reduce the obligations provided for in any applicable law, by-law and regulation. This policy is intended to supplement any provisions of such law and regulation.
- 1.4 This policy supersedes any other provisions of any other policy, contract or other agreement or document dealing with matters and subjects covered by this policy.
- 1.5 The Head of medical, the Head of dentistry and the Head of pharmacy are excluded from the application of this policy since they are governed by the *Professional Code*, their respective codes of ethics and the rules of the *Conseil des médecins, dentistes et pharmaciens* (CMDP).
- 1.6 Any person not covered by this policy remains subject to the obligations arising out of the general principles of law as well as applicable law, by-law or regulation governing conflicts of interest.

2. DEFINITIONS

In this policy, unless otherwise indicated by the context:

- 2.1 "board member" means a member of the CBHSSJB's board of directors other than the executive director.
- 2.2 "board of directors" means the CBHSSJB's board of directors.
- 2.3 "CBHSSJB" means the Cree Board of Health and Social Services of James Bay.
- 2.4 "conflict of interest" means, without restricting the general scope of this term, any situation, actual, perceived or potential, that might threaten to compromise the senior administrator,

senior officer, intermediate officer or officer's ability to exercise his or her functions objectively as his or her judgment might be influenced and his or her independence affected by the existence of direct or indirect interests. Conflict of interest situations can involve money, information, influence or power.

- 2.5 "contract" includes a contract through public tender, tender by invitation or preferred contract.
- 2.6 "director of corporate services" means the CBHSSJB's director of corporate services, a senior officer tasked with specific obligations and responsibilities under this policy.
- 2.7 "executive director" (*directeur général*) means a senior administrator holding a full-time or part-time regular management position ranked as such by the Minister.
- 2.8 "immediate relative" means the concerned person's spouse or child, the spouse's child, the person's mother or father, the spouse or child of the person's mother or father as well as said spouse's child, the spouse of the person's child or of the person's spouse's child, or the person's brother or sister and their spouse. In this policy, "child" includes a child through legal or customary adoption. If a person does not fall under this definition of "immediate relative", general obligations and duties under this policy are still applicable where provided.
- 2.9 "interest" means the interest of the concerned person, whether direct or indirect, pecuniary or not (including material, professional or philanthropic in nature), real, apparent or potential.
- 2.10 "intermediate officer" (*cadre intermédiaire*) means a person whose position is considered to involve an intermediate level of supervision based on the tasks of the position in the CBHSSJB's organization plan, and whose evaluation class is consistent with the classification terms and conditions established by the Minister.
- 2.11 "Minister" means the Minister of Health and Social Service.
- 2.12 "officer" (*cadre*) means a person having line, staff or advisory responsibilities related to the planning, organization, direction, coordination and control functions who is appointed to a regular full-time or part-time management position.
- 2.13 "related business entity" means any business, enterprise or activity carried on personally or through an unincorporated business, a partnership, or a corporation (excluding publicly traded corporations) or a cooperative in which the concerned person or an immediate relative of the concerned person has directly or indirectly an interest no matter what the level of this interest may be.
- 2.14 "senior administrator" (*hors-cadre*) means an assistant executive director or a senior managerial advisor, excluding the executive director who is covered by a distinct policy on conflict of interests.
- 2.15 "senior officer" (*cadre supérieur*) means an officer appointed by the board of directors of the CBHSSJB whose position is considered to involve a higher level of supervision based on the tasks of the position in the Board's organization plan, and whose evaluation class is consistent with the classification terms and conditions established by the Minister, including the CBHSSJB's

director of corporate services, the director of youth protection, the director of nursing services, the regional directors, the local directors, the assistant directors, the director of medical affairs, the director of public health and the commissioner of complaints.

- 2.16 “spouse” means the man or woman who has become a spouse by virtue of a legally contracted marriage or the unmarried person who has been permanently living for not less than one (1) year with an unmarried person whom he or she publicly presents as being his or her spouse, it being specified that the dissolution of the marriage by divorce or annulment as well as any de facto separation for more than three (3) months if there was no marriage shall be deemed to entail the loss of status as a spouse.

3. GUIDING PRINCIPLES

- 3.1 A senior administrator, senior officer, intermediate officers or officer’s personal interest must not come into conflict with the interests of the CBHSSJB. In particular, senior administrators, senior officers, intermediate officers and officers shall:
- a) Avoid any situation of conflict of interest with the CBHSSJB, and, when a potential conflict exists, proceed in accordance with the provisions of this policy (such as by declaring it);
 - b) Avoid taking part in deliberations, decisions or process relating to any contract, agreement or financial payment or arrangement between the CBHSSJB and themselves or any immediate relative or related business entity;
 - c) Avoid any practice relating to trading in favour or to the misappropriation of the funds of the CBHSSJB or to the misuse of the property of the CBHSSJB; and
 - d) Avoid influencing any and all personnel or board members in relation to contracts, agreements, arrangements, payments or employment for them or for an immediate relative or related business entity.
- 3.2 All senior administrators, senior officers, intermediate officers and officers shall carry out their duties and functions for the CBHSSJB in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the CBHSSJB are conserved and enhanced.
- 3.3 In relation to issues or matters concerning or affecting the CBHSSJB, no senior administrator, senior officer, intermediate officer nor any officer shall accept transfers of economic value from third parties other than incidental gifts or customary hospitality, the whole in accordance with this policy.
- 3.4 No senior administrator, senior officer, intermediate officer nor any officer shall directly or indirectly use for themselves or allow to be used by any third party any of the funds or other property of the CBHSSJB for anything other than approved use, activities or programs of the CBHSSJB.

- 3.5 No senior administrator, senior officer, intermediate officer nor any officer shall participate in any decision, deliberations or process or influence any decision, deliberations or process to gain a benefit from the CBHSSJB for them or for an immediate relative or a related business entity.
- 3.6 No senior administrator, senior officer, intermediate officer nor any officer shall take advantage of or benefit for themselves, an immediate relative or a related business entity from information which is obtained in the course of their duties or functions for the CBHSSJB and which is not already publicly available.
- 3.7 No senior administrator, senior officer, intermediate officer nor any officer shall, under pain dismissal, have any direct or indirect interest in an undertaking causing his or her personal interest to conflict with that of the CBHSSJB. However, dismissal is not incurred if such an interest devolves to him or her by succession or gift, provided he or she renounces it or, after having disclosed it in accordance with section 4.3 below, he or she observes all the conditions prescribed, as the case may be, in accordance with section 4.3. The fact of being a minority shareholder of a legal person which operates an undertaking referred to herein does not constitute a situation of conflict of interest if the shares of the legal person are listed on a recognized stock exchange and if the person involved is not an insider of the legal person within the meaning of section 89 of the *Securities Act*.
- 3.8 All senior administrators, senior officers, intermediate officers and officers shall follow the post-employment/post appointment duties and obligations stipulated in this policy.

4. PREVENTIVE MEASURES RELATING TO CONTRACTS, SERVICES, PAYMENTS AND INTEREST IN AN UNDERTAKING

- 4.1 The preventive measures relating to contracts, services, payments and interest in an undertaking set out the procedural and administrative requirements to be observed by senior administrators, senior officers, intermediate officers and officers in order to avoid the risk of conflict of interest with the CBHSSJB when contracts, services, payments or interest in an undertaking are involved and to permit the resolution of such conflicts in favour of the CBHSSJB should they arise.

A. DUTIES OF DISCLOSURE AND RELATED MEASURES

- 4.2 Any senior administrator, senior officer, intermediate officer or officer:
- a) Who has a direct or indirect interest in any proposed or existing contract with the CBHSSJB, service from the CBHSSJB or payment from the CBHSSJB or who has a direct or indirect interest in an undertaking causing his or her personal interest to conflict with that of the CBHSSJB; or
 - b) Whose immediate relative or related business entity has a direct or indirect interest in any such proposed or existing contract, service, payment or undertaking
- shall, under pain dismissal, disclose this interest to the CBHSSJB as soon as he or she is hired or appointed as the case may be and later, as soon as practicable after it arises.

4.3 The procedure to be followed in relation to such a disclosure shall be as follows:

- a) Any senior administrator, senior officer, intermediate officer or officer shall disclose in writing (using the form attached hereto as Schedule A) to the director of corporate services or, in the case of an employment contract or a contract with nursing agencies, to the director of human resources, or the assistant executive director administration if the director human resources is in conflict of interest, the nature and extent of his or her interest, or of the interest of an immediate relative or related business entity, in the existing or proposed contract, service, payment or undertaking. In the case of the director of corporate services, such disclosure shall be made to the executive director;
- b) Following a disclosure, the director of corporate services, the director of human resources or the assistant executive director administration, as the case may be, shall, as soon as practicable, inform the executive director of said disclosure. For any disclosure made in accordance with section 4.3 a) above, the executive director, or the person, committee or body designated by him or her, shall take a decision upon the contract, service, payment or matter pertaining to the undertaking in accordance with this policy;
- c) Once such a disclosure has been made, unless currently in force or applicable, the contract shall not be entered into or carried out, the service shall not be granted nor the payment made until such time as a decision has been made pursuant to section 4.3b) above;
- d) Any authority or power granted under any by-law or resolution of the CBHSSJB and any delegation thereof shall not be exercised in relation to such contract, service, payment or undertaking until such time as a decision has been made pursuant to section 4.3b) above. The executive director, or the person, committee or body designated by him or her, may take any interim measures in relation to such contract, service, payment or matter pertaining to the undertaking which may be appropriate in the circumstances pending the final decision disposing of the matter; and
- e) Exceptionally and in situations where time is of the essence, the senior administrator, senior officer, intermediate officer or officer in a situation referred to in section 4.2 above can delegate his or her responsibilities to participate in any deliberations, decisions or process to a person who has the necessary authority, qualifications and skills; in turn, as soon as practicable, he or she shall disclose his or her interest in accordance with section 4.3 a) above. In the event the senior administrator, senior officer, intermediate officer or officer cannot find, in a timely manner, the person referred to herein in order to delegate his or her responsibilities, he or she must not participate in the deliberations, decisions or process.

4.4 The duties of disclosure set out in section 4.2 and the procedure set out in section 4.3 above do not apply to the following:

- a) Salaries, allowances, bonuses, premiums or the remuneration payable in accordance with the by-laws, contracts and policies of general application at the CBHSSJB;

- b) Expense accounts paid in accordance with the general travel policies of the CBHSSJB;
- c) Services provided by the CBHSSJB to the general public — such as those related to health and social services — insofar as the beneficiary is otherwise eligible to such services under the general policies, programs and legislation applicable within the CBHSSJB for such purposes; and
- d) Contracts, services and payments involving one of the Cree Bands incorporated under the Cree-Naskapi (of Quebec) Act, the Grand Council of the Crees (Eeyou Istchee) (GCCEI) or the Cree Regional Authority (CRA) insofar as the conflict results solely from the fact that the senior administrator, senior officer, intermediate officer or officer or an immediate relative is a member of a Band or of the GCCEI or of the CRA, or is a member, officer or employee of a Band Council, of the Council of the GCCEI, of the board of directors of the CRA, of the board of compensation of the CRA or of any wholly-owned corporation of a Band, of the GCCEI or of the CRA.

4.5 In addition to the obligations related to disclosure provided in this policy, every year by September 30th at the latest, the senior administrators, senior officers, intermediate officers and officers must file with the director of corporate services a declaration of interests using the form attached hereto as Schedule B. In the case of the director of corporate services, such form shall be filed with the executive director.

B. PROHIBITION TO PARTICIPATE IN DELIBERATIONS, DECISIONS OR PROCESS

4.6 Any senior administrator, senior officer, intermediate officer or officer:

- a) Who has a direct or indirect interest in any proposed or existing contract with the CBHSSJB, service from the CBHSSJB, payment from the CBHSSJB;
- b) Who has a direct or indirect interest in an undertaking causing his or her personal interest to conflict with that of the CBHSSJB; or
- c) Whose immediate relative or a related business entity has a direct or indirect interest in any such proposed or existing contract, service or payment

shall refrain from participating in any deliberations, decisions or process or influencing any deliberations, decisions or process, including a process for tender, related to such contract, service, payment or interest in an undertaking.

4.7 Without limiting the generality of the above, any senior administrator, senior officer, intermediate officer or officer who has a direct or indirect interest in any existing or proposed contract with the CBHSSJB, service from the CBHSSJB or payment from the CBHSSJB shall, under pain of dismissal, abstain from participating in deliberations, decisions or process when a matter pertaining to the proposed or existing contract, service or payment in which he or she has that interest is being debated in accordance with this policy.

4.8 Without limiting the generality of the above, any senior administrator, senior officer, intermediate officer or officer, who has a direct or indirect interest in an undertaking causing his

or her personal interest to conflict with that of the CBHSSJB shall, under pain dismissal, abstain from participating in deliberations, decisions or process when a matter pertaining to the undertaking in which he or she has that interest is being debated in accordance with this policy.

4.9 The prohibitions set out in sections 4.6, 4.7 and 4.8 do not apply to a senior administrator, senior officer, intermediate officer or officer in the following cases:

- a) Salaries, allowances, bonuses, premiums or the remuneration payable in accordance with the by-laws and policies of general application at the CBHSSJB;
- b) Expense accounts paid in accordance with the general travel policies of the CBHSSJB;
- c) Services provided by the CBHSSJB to the general public — such as those related to health and social services — insofar as the beneficiary is otherwise eligible to such services under the general policies applicable within the CBHSSJB for such purposes;
- d) Contracts, services and payments involving one of the Cree Bands incorporated under the Cree-Naskapi (of Quebec) Act, the GCCEI or the CRA insofar as the conflict results solely from the fact that the senior administrator, senior officer, intermediate officer or officer or an immediate relative is a member of a Band or of the GCCEI or of the CRA or is a member, officer or employee of a Band Council, of the Council of the GCCEI, of the board of directors of the CRA, of the board of compensation of the CRA or of wholly-owned corporation of a Band, of the GCCEI or of the CRA;
- e) Insurance taken by the CBHSSJB against any liability incurred by a senior administrator, senior officer, intermediate officer or officer in his or her official capacity for the CBHSSJB;
- f) Policies of general application to the CBHSSJB which may be of interest to a senior administrator, senior officer, intermediate officer or officer, such as travel and expenses policies and other general policies related to services and programs of the CBHSSJB;
- g) Indemnities against costs, charges or expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by a senior administrator, senior officer, intermediate officer or officer in respect of any civil, criminal or administrative action or proceeding to which the senior administrator, senior officer, intermediate officer or officer is made a party by reason of his or her official capacity for the CBHSSJB; and
- h) An arrangement by way of security for obligations undertaken by a senior administrator, senior officer, intermediate officer or officer for the benefit of the CBHSSJB.

5. INQUIRY PROCEDURE

5.1 Any person, including but not limited to any beneficiary of the James Bay and Northern Quebec Agreement, who has reasonable grounds to believe that a senior administrator, senior officer, intermediate officer or officer does not comply with the provisions of this policy may file a complaint in this matter with the director of corporate services. A senior administrator, senior

officer, intermediate officer or officer who has reasonable grounds to believe that a person is in conflict of interest has the obligation to report said conflict. The form attached hereto as Schedule C can be used to file the said complaint.

- 5.2 In the event the complaint concerns the director of corporate services, it shall be filed with the executive director.
- 5.3 Any senior administrator, senior officer other than the director of corporate services, intermediate officer or officer who receives a complaint relating to the application of this policy must immediately forward the complaint to the director of corporate services. In the case of the director of corporate services, he must immediately forward the complaint to the executive director.
- 5.4 Upon receiving a complaint under this section other than a complaint concerning the director of corporate services, the director of corporate services shall: (i) immediately report such a complaint to the executive director and (ii) carry out a preliminary inquiry as to the validity of such complaint.
- 5.5 If the preliminary inquiry reveals that the complaint has no grounds for being further investigated, the director of corporate services shall inform the executive director of his or her conclusions.
- 5.6 If the complaint involves a senior administrator, senior officer other than the director of corporate services, intermediate officer or officer, and on ascertaining that there may be grounds for such a complaint, the director of corporate services shall refer the matter to the executive director as soon as the preliminary inquiry is completed.
- 5.7 For any complaint referred to him or her pursuant to these provisions, the executive director, or the person, committee or body designated by him or her, shall initiate further inquiries or take the measures, if any, which are required in the circumstances and which are consistent with the provisions of this policy.

6. REMUNERATION AND OUTSIDE EMPLOYMENT OR ACTIVITY

- 6.1 The senior administrators, senior officers, intermediate officers and officers shall be remunerated by the CBHSSJB in accordance with the bonuses, salary scales, allowances and premiums set out in the policies, by-laws or resolutions of the CBHSSJB adopted for such purposes and/or in the applicable law and regulation.
- 6.2 Any payment by the CBHSSJB for services and made to a senior administrator, senior officer, intermediate officer or officer over and above the bonuses, salary scales, allowances and premiums set out in the policies, by-laws or resolutions of the CBHSSJB adopted for such purposes and/or in the applicable law and regulation can only be effected pursuant to a resolution of the executive director, and insofar as the said payment is fair and reasonable taking into account the circumstances.

- 6.3 Involvement in outside employment or outside business or other outside activities (including public office) by the senior administrators, senior officers, intermediate officers and officers is not prohibited unless:
- a) The outside employment, business or other activity is such that it is likely to result in a conflict of interest with the CBHSSJB or it constitutes such a conflict; or
 - b) The outside employment, business or other activity places demands on the senior administrator, senior officer, intermediate officer or officer which are inconsistent with the performance of the normal duties, functions and responsibilities of that individual with the CBHSSJB.
- 6.4 In any event, the CBHSSJB can require that the outside employment, business or other activity be curtailed or modified or that it cease.

7. GIFTS, HOSPITALITY, FAVOURS AND OTHER BENEFITS FROM THIRD PARTIES

7.1 Gifts, hospitality, favours and other benefits from third parties:

- i) Who have or seek a business relationship, a payment or an employment with the CBHSSJB (for themselves or for another person or entity) and which could influence a senior administrator, senior officer, intermediate officer or officer in the judgement and performance of his or her duties, functions or responsibilities for the CBHSSJB; or
- ii) Which could influence a senior administrator, senior officer, intermediate officer or officer in the judgement and performance of his or her duties, functions or responsibilities for the CBHSSJB

must be declined subject to the following. Therefore, a senior administrator, senior officer, intermediate officer or officer must not accept, directly or indirectly, for himself or herself, or through or for an immediate relative or related business entity, any gifts, hospitality, favours or other benefits that are offered by third parties unless such gifts, hospitality, favours or other benefits answer all of the following criteria:

- a) They do not compromise the integrity of the CBHSSJB including the integrity of the senior administrator, senior officer, intermediate officer or officer;
 - b) They are not such as to bring suspicion on the senior administrator, senior officer, intermediate officer or officer's objectivity and impartiality; and
 - c) They are within the bounds of propriety, a normal expression of courtesy, customary or within the normal standards of hospitality. Gifts, hospitality, favours or other benefits of \$250.00 or less per year per third party or related third party are generally considered as meeting the requirements of this paragraph.
- 7.2 Any gift, hospitality, favour or other benefit from a third party who has or is seeking a business relationship, a payment or an employment with the CBHSSJB and which is conferred or offered to a senior administrator, senior officer, intermediate officer or officer or to an immediate

relative or related business entity and whose value exceeds \$250.00 per year per third party or which does not answer the above criteria must be immediately reported to the director of corporate services or in the case of said director, to the executive director, by the concerned senior administrator, senior officer, intermediate officer or officer.

The director of corporate services must inform the executive director, as soon as practicable after the disclosure, and the executive director must take the appropriate action in accordance with this policy including, as the circumstances warrant:

- a) Allowing the acceptance or keeping of the gift, hospitality, favour or other benefit;
- b) Requiring that the gift or the value of the gift, hospitality, favour or other benefit be remitted to the CBHSSJB to be disposed of for charitable purposes;
- c) Notifying the third party of the provisions of this policy and of the requirement to cease any future gifts, hospitality, favours or other benefits; and
- d) Reviewing any business relation between the CBHSSJB and the concerned third party and cancelling such relation if it can be reasonably ascertained that the relationship was acquired through exaggerated gifts, hospitality, favours or benefits or through other improper means.

8. DUTIES AND OBLIGATIONS AFTER LEAVING EMPLOYMENT AND/OR OFFICE

- 8.1 The senior administrators, senior officers, intermediate officers and officers have a duty after they leave office and/or employment to act in such a manner as not to cast doubt on the probity and impartiality of the CBHSSJB or to diminish public confidence in the CBHSSJB.
- 8.2 For a period of six (6) months following the departure from the CBHSSJB, the duties of disclosure and the procedure set out in this policy (except for the annual disclosure set out in section 4.5) apply to any contract, service or payment conferred or proposed to be conferred on a former senior administrator, senior officer, intermediate officer or officer, an immediate relative or a related business entity or on any third party who employs the senior administrator, senior officer, intermediate officer or officer.

9. ADMINISTRATION OF POLICY

- 9.1 The director of corporate services is responsible for the administration of this policy except as otherwise stipulated in this policy.
- 9.2 In addition to the duties and responsibilities set out elsewhere in this policy, the director of corporate services or his or her delegate must:
 - a) Prepare and disseminate this policy to the senior administrators, senior officers, intermediate officers and officers;
 - b) Provide a copy of this policy to all new senior administrators, senior officers, intermediate officers and officers;

- c) Organise from time to time information sessions for the senior administrators, senior officers, intermediate officers and officers concerning this policy, conflict of interest matters and post-employment behaviour;
- d) Advise on the application of and compliance with this policy in individual cases and assist the senior administrators, senior officers, intermediate officers and officers (including former senior administrators, senior officers, intermediate officers and officers) in understanding how the said measures apply in their particular case;
- e) Assist in determining whether a particular situation constitutes a real or potential conflict of interest and recommend to the senior administrators, senior officers, intermediate officers and officers measures to take to better comply with this policy; and
- f) Provide information to ensure the proper application of this policy.

9.3 Where the director of human resources or the assistant executive director administration, as the case may be, receives a disclosure of conflict of interests made pursuant to this policy, he or she shall, in turn, disclose same to the director of corporate services and provide him or her with the related documents.

10. BREACH OF POLICY

10.1 Any senior administrator, senior officer, intermediate officer, senior officer or officer who breaches this policy is subject to disciplinary measures including and up to dismissal.

10.2 Without limiting the generality of the above, any senior administrator, senior officer, intermediate officer, senior officer or officer who derives a benefit as a result of a failure to comply with this policy is liable for the value of the benefit derived without prejudice to any civil recourse the CBHSSJB may exercise against the senior administrator, senior officer, intermediate officer, senior officer or officer as a result of such failure.

11. MISCELLANEOUS

11.1 In this policy, the singular shall include de plural, and the plural, the singular unless the context indicates otherwise.

11.2 This policy may be amended from time to time at the sole discretion of the board of directors of the CBHSSJB.

11.3 This policy shall be subject to review by the board of directors every three years.

SCHEDULE A
DISCLOSURE OF INTERESTS AND GIFT FORM

(for use by senior administrators, senior officers, intermediate officers and officers)

1. INSTRUCTIONS

- This form must be completed by any senior administrator, excluding the executive director, senior officer, intermediate officer or officer of the CBHSSJB:
 - Who has a direct or indirect interest in any proposed or existing contract with the CBHSSJB, service from the CBHSSJB or payment from the CBHSSJB or who has a direct or indirect interest in an undertaking causing his or her personal interest to conflict with that of the CBHSSJB;
 - Whose immediate relative or related business entity has a direct or indirect interest in any such proposed or existing contract, service, payment or undertaking;
 - Who receives from or who is being offered by a third party who has or is seeking a business relationship, a payment or an employment with the CBHSSJB a gift, hospitality, favour or other benefit whose value exceeds \$250.00 per year per third party or which does not answer the criteria provided for in the *Conflict of interest policy applicable to senior administrators, senior officers, intermediate officers and officers of the Cree Board of Health and Social Services of James Bay* (the “**Policy**”); or
 - Whose immediate relative or related business entity receives from or is being offered by a third party who has or is seeking a business relationship, a payment or an employment with the CBHSSJB a gift, hospitality, favour or other benefit whose value exceeds \$250.00 per year per third party or which does not answer the criteria provided for in the Policy.
- A “conflict of interest” means, without restricting the general scope of this term, any situation, actual, perceived or potential, that might threaten to compromise the senior administrator, senior officer, intermediate officer or officer’s ability to exercise his or her functions objectively as his or her judgment might be influenced and his or her independence affected by the existence of direct or indirect interests. Conflict of interest situations can involve money, information, influence or power.
- An “interest” means the interest of the concerned person, whether direct or indirect, pecuniary or not (including material, professional or philanthropic in nature), real, apparent or potential.

- Please read this form with reference to the Policy for further information and guidance.
- The completed and signed form must be forwarded to the director of corporate services at the time of disclosure. In the case of the director of corporate services, the form must be forwarded to the executive director. Despite the foregoing, in the case of an interest related to an employment contract or a contract with nursing agencies, the form must be forwarded to the director of human resources, or the assistant executive director administration in the case of the director human resources.
- The disclosure submitted in accordance with the Policy is assessed to confirm whether or not the situation constitutes a conflict between your personal interests or the interests of an immediate relative or related business entity and your official duties or responsibilities within the CBHSSJB. If such conflict is found to exist, the appropriate actions will be taken in accordance with the Policy in order to permit the resolution of such conflicts.

2. PERSONAL INFORMATION

_____	_____
First name	Last name
_____	_____
Position title	Work location

3. STATUS

- CURRENT SENIOR ADMINISTRATOR, SENIOR OFFICER, INTERMEDIATE OFFICER OR OFFICER**
- FORMER SENIOR ADMINISTRATOR, SENIOR OFFICER, INTERMEDIATE OFFICER OR OFFICER**

4. INTEREST DETAILS

Matter under consideration: Please provide a brief outline of the nature of the interest. Include details of any organization, entity or individual concerned. Use and attach additional sheets if necessary.

Expected role/duties to be performed by the senior administrator, senior officer, intermediate officer or officer in relation to this matter: Describe the function, deliberation, decision or process that is affected by the interest. Use and attach additional sheets if necessary.

5. GIFT, HOSPITALITY, FAVOUR OR OTHER BENEFIT DETAILS

Provide details relating to the gift, hospitality, favour or other benefit received from or offered by a third party including the value of the gift, hospitality, favour or other benefit, the identity of the third party and the nature of the business relationship, payment or employment that the third party has or is seeking with the CBHSSJB. Indicate if it was received by or being offered to you or an immediate relative or related business entity and when. Use and attach additional sheets if necessary.

I hereby declare that the above details are true and correct to the best of my knowledge and I make this disclosure in good faith.

Signature (senior administrator, senior officer, intermediate officer or officer)

Date: _____

I hereby declare that I have received this disclosure.

Signature (director of corporate services, director of human resources or assistant executive director administration or executive director, as applicable)

Date: _____

SCHEDULE B
ANNUAL DISCLOSURE OF INTERESTS FORM

(for use by senior administrators, senior officers, intermediate officers and officers)

1. INSTRUCTIONS

- This form must be completed by the senior administrators, excluding the executive director, senior officers, intermediate officers and officers of the CBHSSJB every year by September 30th at the latest in order for them to set out their interests in accordance with the *Conflict of interest policy applicable to senior administrators, senior officers, intermediate officers and officers of the Cree Board of Health and Social Services of James Bay* (the “**Policy**”).
- A “conflict of interest” means, without restricting the general scope of this term, any situation, actual, perceived or potential, that might threaten to compromise the senior administrator, senior officer, intermediate officer or officer’s ability to exercise his or her functions objectively as his or her judgment might be influenced and his or her independence affected by the existence of direct or indirect interests. Conflict of interest situations can involve money, information, influence or power.
- An “interest” means the interest of the concerned person, whether direct or indirect, pecuniary or not (including material, professional or philanthropic in nature), real, apparent or potential.
- Please read this form with reference to the Policy for further information and guidance.
- The completed and signed form must be forwarded to the director of corporate services at the time of disclosure. In the case of the director of corporate services, the form must be forwarded to the executive director.
- The disclosure submitted in accordance with the Policy is assessed to confirm whether or not the situation constitutes a conflict between your personal interests or the interests of an immediate relative or related business entity and your official duties or responsibilities within the CBHSSJB. If such conflict is found to exist, the appropriate actions will be taken in accordance with the Policy in order to permit the resolution of such conflicts.

2. PERSONAL INFORMATION

First name

Last name

Position title

Work location

3. DISCLOSURE

I HAVE NO INTEREST TO DISCLOSE

I HAVE THE FOLLOWING INTERESTS TO DISCLOSE:

Nature	Please provide details of the interest and whether it applies to yourself, or, where appropriate, an immediate relative or a related business entity (use and attach additional sheets if necessary)
a) Direct or indirect interest in any proposed or existing contract or agreement with the CBHSSJB or service or payment from the CBHSSJB	
b) Direct or indirect interest of an immediate relative or related business entity in any proposed or existing contract or agreement or service or payment referred to in item a) above	

<p>c) Direct or indirect interest in an undertaking (the fact of being a minority shareholder of a legal person which operates an undertaking referred to herein does not constitute a situation of conflict of interest if the shares of the legal person are listed on a recognized stock exchange and if you are not an insider of the legal person within the meaning of section 89 of the <i>Securities Act</i>)</p>	
<p>d) Direct or indirect interest of an immediate relative or related business entity in any undertaking referred to in item c) above</p>	
<p>e) Involvement in outside employment or outside business or other outside activities</p>	

f) Any other interest which might give rise to a conflict of interest	
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4. DECLARATION

I hereby declare that the above details are true and correct to the best of my knowledge and I make this annual disclosure of interests in good faith. I also undertake to immediately disclose in writing, in accordance with the Policy, any conflict that may arise in the future.

I hereby declare that I have reviewed and understand the latest version of the Policy and I agree to comply with its terms and conditions.

Signature (senior administrator, senior officer, intermediate officer or officer)

Date: _____

I hereby declare that I have received this annual disclosure of interests.

Signature (director of corporate services or executive director, as applicable)

Date

**SCHEDULE C
COMPLAINT FORM**

I, the undersigned, _____ (name) consider that the following senior administrator(s), senior officer(s), intermediate officer(s) and/or officer(s) _____ is(are) in a perceived, actual or potential conflict of interest situation as regards the following facts:

I hereby refer the matter to the director of corporate services.

I understand that certain information provided in this form constitutes personal information protected by the applicable privacy legislation.

I consent to its use only for the purposes of investigating whether there exists or not a perceived, actual or potential conflict of interest situation.

Full name (in block letters)

Signature

Date: _____