

CONFLICT OF INTEREST POLICY

4.1. Scope

4.1.1. This policy applies to all MCEC employees and volunteers in relation to all aspects of their employment and volunteer responsibilities taken on behalf of MCEC. In the rest of this policy, the term “employee or staff person” also stands for “volunteer” unless otherwise indicated.

4.2. Purpose

4.2.1. This policy is intended to ensure that MCEC employees act with integrity and in ways that are fair and equitable, and are perceived to be such by the MCEC constituency. While the policy offers guidance in relation to some specific areas, the spirit of this policy will be used to guide decision-making for matters not directly named.

4.3. Definitions

4.3.1. A conflict of interest arises when an employee, a member of an employee’s immediate or extended family, a personal friend, or a group of persons who share a close affiliation with the employee benefit or appear to benefit from the employee’s position, either financially, through preferential treatment, or in other ways.

4.4. Guidelines

4.4.1. In the exercise of their official duties and responsibilities, employees shall not place themselves in a position where they are under obligation to give preference to any person, business or organization or receive a benefit, or appear to receive a benefit, from such a relationship.

4.4.2. Employees covenant with MCEC that any non-MCEC form of employment or self employment will not create a conflict of interest with their MCEC employment or role. If there is any uncertainty in the matter, employees will consult with their supervisor or the Executive Minister, who will determine whether a conflict of interest exists.

4.4.3. Employee shall not divulge privileged MCEC information to any person, business or organization or use that information for any purpose other than that required to carry out their employment duties.

4.4.4. Employees shall not use their power or authority of MCEC for personal gain or benefit.

4.4.5. Employees shall not use their position or influence to favour the hiring of a person with whom they have a close affiliation.

4.4.6. Employees may not have a supervisory relationship with a family member or an individual with whom they have a close affiliation. Neither may they have any other accountability or oversight relationship such as accountability related to a ministerial credential.

4.5. Membership on MCEC Councils and Committees

4.5.1. Staff persons are not eligible to be elected members of MCEC councils or committees, while volunteers may. In addition to elected volunteers, staff persons may be appointed as ex-officio members of an MCEC council or committee.

4.5.2. Staff person are not eligible to serve in the role of an official delegate to MCEC Church Gatherings, while volunteers may.

4.6. Membership on Partner Agency or Church Wide Boards and Committees

4.6.1. An invitation to a staff person to sit on boards or committees of partner organizations or church bodies beyond MCEC should only be accepted after consultation with the Executive Minister.

4.7. Appointment of Delegates to Wider Church Bodies

4.7.1. At MCEC's discretion, both employees and volunteers may be requested to serve as MCEC delegates to other church wide bodies. Any concerns regarding a potential conflict of interest will be referenced with the Executive Minister.

4.8. Other

4.8.1. Conflicts or potential conflicts that arise that are not covered by this policy should be reviewed with the employee's supervisor or with the Executive Minister.