

Make-A-Wish® Atlantic Provinces
Confidentiality, Conflict of Interest and Ethics Statement

**Note: Signature & Date
Required on Side 2 of this
form.**

As an employee or volunteer of Make-A-Wish® Atlantic Provinces, I have an obligation to the organization I serve, to the general public and to myself to maintain the highest standards of ethical conduct. I will not commit acts contrary to these standards nor will I condone the commission of such acts by others within the Foundation. I have a responsibility to:

I. CONFIDENTIALITY

- Keep confidential information confidential unless legally obligated to do otherwise.
- Refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage either personally or through third parties.

Identification of Confidential Documents

Confidential materials (referred to as documents) may be in the form of computer printouts, email messages, electronic files, incoming mail, dictaphone tapes, voice mail messages and includes:

- Any document which identifies a client, volunteer or donor by name.
- Any document, which contains personal or employee information beyond a name and title.
- Any document containing personal information which can be traced back to a particular employee through the presence of a position title, Social Insurance Number, etc.
- Any document, which contains employee or volunteer performance information.
- All incident reports.
- All internal financial reports.
- In-Camera minutes or other minutes marked confidential.
- Incoming and outgoing faxed documents marked confidential including cc's.
- Any other document marked confidential by the sender. The sender uses discretion to identify what should be designated confidential in addition to the documents listed.

Release of Confidential Information

Where confidential information is requested, employees or volunteers not authorized to release information concerning clients should refer the individual to the predetermined authorized person (i.e. Executive Director, National Spokesperson or President of the Board). Only authorized persons are to be in contact with the media.

II. CONFLICT OF INTEREST

- Avoid direct or indirect, actual or apparent, conflicts of interest and advise all appropriate parties of any potential conflict, e.g.:
 - a. A Make-A-Wish® representative's personal business provides goods or services to Make-A-Wish® for financial or other consideration.
 - b. A friend or relative of a Make-A-Wish® representative provides goods or services to Make-a-Wish® for financial or other consideration.
 - c. A vendor or business acquaintance with whom a Make-A-Wish® representative has an outside business relationship provides goods or services to Make-A-Wish® for consideration.
- Refrain from engaging in any activity that would prejudice my ability or the ability of others to carry out duties ethically.
- Refuse any gift, favor, or hospitality that would influence or would appear to influence my actions or the actions of others, e.g. a Make-A-Wish® representative receives a referral fee or preferential discount, gift, or other valuable consideration from a vendor, paid promoter, fund raising event sponsor, or any other outside party, for referring Make-A-Wish® business to such party.

III. LEGAL ASSURANCE

- Submit a criminal background check every three years.
- Report any present, past or future allegations of criminal activities, criminal investigations, arrests, and/or convictions involving myself.

IV. INTEGRITY

- Refrain from violating any criminal law.
- Refrain from either actively or passively subverting the attainment of the Foundation's legitimate and ethical objectives.
- Refrain from engaging in or supporting any activity that would discredit the Foundation.
- Perform my duties in accordance with relevant laws, regulations, Foundation policies and standards.
- Represent the interests of all people served by this organization and not favor special interests inside or outside the organization.

Staff members and volunteers proven to have breached any of the above-mentioned may be terminated from their employment or volunteer role.

I _____, attest and agree to be bound by the foregoing standards. I have not been party to an unethical or conflicting action that has not been previously disclosed. I also agree to report any potential future conflicts of interest or observed unethical activity of which I have become aware to the appropriate parties. I do not currently have pending against me any criminal proceedings, nor have I been placed under arrest for or been convicted of a criminal offense within the past year.

Signature

Date

Name (please print)