

5.09 PERSONAL/COMMERCIAL CONFLICT OF INTEREST

5.09.1 Policy

1. Volunteers on assignment to PEP will not act as contract service providers while engaged as volunteers for a specific task.
2. The following guidelines will be observed in all transactions which may involve a private contractor, who is also a PEP volunteer, when providing goods and services for a PEP authorized activity.

5.09.2 Conditions

1. Volunteers are **not permitted** to use BC Justice Institute Emergency Management Division - PEP Academy SAR certification to train other SAR volunteers on a fee-for-service basis.
2. Volunteers are **not permitted** to suggest PEP/PEP Academy endorsement for the purpose of advertising or business generation from which the volunteer will profit.
3. Volunteers must provide PEP Regional Manager or SAR Management advance notice of any reasonable possibility of personal profit or gain from a SAR decision in which a PEP volunteer is involved. The PEP volunteer may be requested to withdraw from the decision-making process.
 - a. Once registered (or activated) as a PEP volunteer for a specific task, an individual shall be considered a volunteer for the duration of their participation in that task;
 - b. If a volunteer on assignment to PEP is likely to be called upon as a contract service provider for a specific incident they shall not respond/be requested to respond as a volunteer; and
 - c. Any contract service providing human resources must provide proof of Workers' Compensation Board (WCB) coverage and liability insurance (indicating any exclusions/limitations) before any contract is entered into or approved.

5.09.3 Procedures

1. Any PEP volunteer who is concerned with a possible “conflict of interest” must contact the applicable PEP Regional Manager in order to discuss and resolve the concern. Necessary documentation will be maintained at the Regional Office.
2. The applicable PEP Regional Manager will ensure that the appropriate PEP Headquarters staff are advised of any and all decisions relating to a “conflict of interest”. Where required, necessary documentation will be shared with PEP Headquarters.
3. A contract must be completed and approved (signed) by a PEP official or designated agent before a contractor may perform tasks over which PEP has financial responsibility.
4. Where possible, the applicable PEP Regional Manager will submit a minimum of three price quotes for the services/supplies involved, together with the invoice for payment. If the lowest price quote is not being accepted, a written justification for selecting the contractor is required.