



Confidentiality & Conflict of Interest Agreement

According to the Canadian Society of Association Executives, a conflict of interest arises when an individual or organization considers choices in which conflicting interests or benefits exist. A duality of commitment exists. Conflict is present when the choice which provides personal benefit is selected over the choice most in accord with the above ethical principles and public interest. Such conflicts may involve financial benefits, enhancement of position or other benefits to the individual. Disclosure of such conflicts prior to the process of choice is essential.

Proper risk management stipulates that all staff, consultants, council members, committee members and any other individual performing college business should sign an ACO Confidentiality & Conflict of Interest Agreement and update it on a regular basis.

Legal advice further indicates that any individual with a real or perceived conflict of interest on a particular issue not participate in deliberations on or vote on the particular issue.

A conflict of interest may be real or perceived. It may also arise from personal, professional or business affiliations, activities, interests or influences.

Name of Organization Related to the Conflict of Interest	Nature of the Real or Perceived Conflict of Interest

I, _____, do hereby agree and swear to:

- a) Execute, according to the law and to the best of my ability, the duties required of me in my current position with the Alberta College of Optometrists (ACO).
- b) Immediately declare any actual or perceived conflict of interest I have or may have and remove myself from deliberations and decision-making where appropriate.
- c) Uphold the mandate of the ACO as detailed in the Health Professions Act (HPA), Optometrists Profession Regulation, ACO Bylaws, ACO Standards of Practice, ACO Code of Ethics, Guidelines to the ACO Standards of Practice and the ACO Advisories.
- d) Uphold the Mission, Mandate and Values of the ACO.
- e) Demonstrate accountability through decision-making in the public interest and not allow any outside individual or organization to influence my decisions or duties with the ACO.
- f) Keep all confidential information (including hard copy or electronic information, files, data, materials, correspondence or documents whatsoever) that comes to me in the performance of my duties strictly confidential.
- g) Bring issues that are not in the best interest of the public or the profession of optometry to the attention of council or the Registrar without concern for personal repercussions.
- h) Maintain constructive, collaborative and mutually respectful relations with others.
- i) Acknowledge that all access to all files or other privileged information will cease at the end of my employment, election or appointment with the ACO.
- j) Acknowledge that any and all confidential files and/or materials (including hard copy or electronic information, files, data, materials, correspondence or documents whatsoever) must be returned to the ACO at the end of my employment, election or appointment with the ACO.
- k) Acknowledge that I will not discuss or disclose confidential information even after the end of my employment, election or appointment with the ACO unless:
 - That information has become available for access by the public.
 - Disclosure of that information is required by an Act of the Legislature, an Act of Parliament, for the purposes of an investigation, hearing or appeal under the HPA or when required from a law enforcement agency.

(Signature)

(Date)

(Witness)

(Date)