

Title: **DIRECTORS' NOTIFICATION OF POTENTIAL  
CONFLICTS OF INTEREST**  
Effective Date: October 2009

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## **Purpose**

The WCB's Ethics and Code of Conduct policy for WCB employees states that "employees shall not, without approval, become involved in any real or perceived conflict of interest situation such as:

- adjudicate, manage or pay a claim of a Board member or the family of a Board member
- assess or audit the firm of a Board member or the family of a Board member."

This Protocol sets out the process to communicate such situations to WCB personnel and to enable them to receive prior approval to deal with the claim, assessment or audit.

## **Protocol**

In this Protocol, "family member" means the spouse or common-law partner, children or dependants of a Director or Member with whom the Director or Member has a relationship that a reasonable, well-informed person might fairly conclude could affect the Director or Member's ability to perform his or her duties objectively and impartially.

Directors and non-Board Members appointed to Committees will notify the Chairperson or Corporate Secretary if they or a family member have a claim or they become aware of a potential claim. The Corporate Secretary will then notify the President & CEO, who will have the file assigned to the position responsible for adjudication of internal staff claims (currently the Service Quality Coordinator). This means that Board claims will be handled with the same confidentiality and discretion as staff claims.

With respect to assessment or audits of firms of Directors or Members, Directors or Members will include the firms in their annual Conflict of Interest Declarations. The Corporate Secretary will then notify the President & CEO of the firm names so that senior level approval and direction may be given before audits take place.