



### 1.06 PERSONAL/COMMERCIAL CONFLICT OF INTEREST

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#### 1.06.1 RELATED DOCUMENTS

- [1.06 Personal/Commercial Conflict of Interest Policy](#)

#### 1.06.2 PROCEDURES

- (1) Any EMBC volunteer who is concerned with a possible conflict of interest must contact the applicable EMBC Regional Manager in order to discuss and resolve the concern. Necessary documentation will be maintained at the Regional Office.
- (2) The applicable EMBC Regional Manager will ensure that the appropriate EMBC Headquarters staff are advised of any decisions relating to a conflict of interest. Where required, necessary documentation will be shared with EMBC Headquarters.
- (3) A contract must be completed and approved (signed) by an EMBC official or designated agent before a contractor may perform tasks over which EMBC has financial responsibility.
- (4) Where possible, the applicable EMBC 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.