



Conflict of Interest and Ethics Commissioner  
Commissariat aux conflits d'intérêts et à l'éthique

# The Conflict of Interest Act

## Key information



# OVERVIEW

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- What is a conflict of interest?
- Recusals
- What should our organization do about recusals?
- Prohibitions
- Gifts
- Post-employment
- Helpful links

# THE CONFLICT OF INTEREST ACT

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Breakdown of public office holders (snapshot as of March 31, 2024)

Reporting public office holders  
1,467

**39** ministers  
**41** parliamentary secretaries  
**829** ministerial staff  
**560** Governor-in-Council appointees

Public office holders without  
reporting obligations  
1,506

**1,501** part-time members of federal boards,  
commissions and tribunals  
**5** ministerial staff who work on average less  
than 15 hours a week

# WHAT IS A CONFLICT OF INTEREST?

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“[...] a public office holder is in a **conflict of interest** when he or she exercises an official power, duty or function that provides an opportunity to further his or her private interests or those of his or her relatives or friends or to improperly further another person’s private interests.”

# RECUSALS

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- Recuse yourself from certain situations. This means leaving the room or virtual space, or **physically removing yourself** from a situation or location.
- A conflict of interest screen can be set up.

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# WHAT SHOULD YOUR ORGANIZATION DO ABOUT RECUSALS?

- Review your internal practices.
  - If a recusal is required, ensure you physically remove yourself from the situation: leave the room, leave the conference call or online meeting.
  - Document any recusals in minutes, agenda, emails, a list of conflicts, etc.
  - Questions? Please contact the Office.
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# PROHIBITIONS

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- Decisions that place you in conflict of interest
- Giving preferential treatment
- Using insider information
- Using your position to influence a decision to further private interests



# PROHIBITIONS (CONT'D)

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- Being influenced by offers of outside employment
- Accepting certain gifts
- Employing or contracting with family members
- Soliciting funds if it results in a conflict of interest
- Trying to sidestep the rules

**When you have questions, avoid issues and contact the Office.**



# GIFTS

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“No public office holder or member of his or her family shall accept any gift or other advantage, including from a trust, that might **reasonably be seen** to have been given to influence the public office holder in the exercise of an official power, duty or function.”



# POST-EMPLOYMENT

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You have lifetime prohibitions:

- Taking improper advantage of your previous public office
- Switching sides
- Improperly using information obtained while in office

## HELPFUL LINKS

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- [What is a conflict of interest?](#)
- [Summary of rules for public office holders](#)
- [Recusal and conflict of interest screens:  
Rules for public office holders](#)
- [Gift rules for public office holders](#)
- [Post-employment: Rules for public office holders](#)

# TO REACH US

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## CONTACT THE OFFICE



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