Appendix 5

Conflict of Interest Guidelines for Consultants

Consultants may be in a conflict of interest situation if it can be reasonably concluded that their position in a business or their personal interests could improperly influence their judgment in the exercise of their duties. Typical situations where a conflict of interest may arise are those where a consultant provides consulting services and advice to the producer and who:

- works for an organization that may derive financial advantages or benefits from the sale of farm inputs, products, goods or services;
- has an existing or potential financial interest in your affairs;
- has a family relationship with you (e.g. father, daughter, brother or sister-in-law);
- is a direct competitor of yours;
- has any past, existing or potential interest regarding the utilization of the results of the analysis of your business or intellectual property; or
- is currently an employee of the New Brunswick Department of Agriculture, Aquaculture and Fisheries (DAAF) or Agriculture and Agri-Food Canada (AAFC).

Some illustrative examples:

- In completion of the work described, the consultant should not have other professional interests that might result in a real or apparent conflict of interest. For example, as part of the consultant’s professional work or employment in another organization (such as a supplier of feed products or a financial institution) he or she provides consulting services for a client which would increase the sales or loans of the employer’s products.
- There should be an arms-length relationship between the consultant and the applicant. For example, it would be inappropriate for the financial consultant to have a financial interest (as a shareholder) or a position of authority or influence (as a director or officer, or having a family relationship) in the business of the applicant.
- The consultant should not be in direct competition with the producer. A competitor may take advantage of confidential information or insider information provided by the applicant for the special advantage of his or her own competitive business.
- The consultant should not be a member or employee of an organization that approves the application or provides funding for the program.
Please see the following page for the *Conflict of Interest Declaration*. The *Conflict of Interest Declaration* must be signed by you and your consultant and submitted with your application.

DAAF reserves the right to verify any information about the relationship of the consultant and the applicant, and has the right to reject an application based on any conflict of interest.

If you become aware of a conflict of interest with your consultant while the consultant is providing services to you, you should advise the DAAF.
CONFLICT OF INTEREST DECLARATION

This form should be signed by you and the consultant and submitted with your application for consulting services for any activities under the Developing Management Skills Program or Agriculture by Choice component of the Growing Forward 2 Agreement. The guidelines apply to consultants and their subcontractors.

I have read the Conflict of Interest Guidelines for Consultants including the list of typical conflict of interest situations. I have carefully reviewed my own situation in light of these illustrations and (check appropriate box):

☐ To the best of my knowledge and belief, I am involved in no situation or action that might be regarded as a potential conflict of interest with my duties as a consultant.

☐ It appears that I am involved in some situations or actions that might be regarded as a potential conflict of interest with my expected duties as a consultant.

Details of each of these situations and/or actions are as follows:
1.
2.
3.

I agree to notify the Department of Agriculture, Aquaculture and Fisheries immediately if any new situations or actions develop that might be regarded as a potential conflict of interest with my duties as a consultant.

Information obtained by consultants in connection with the planning activities with the client shall under no circumstances be used or disclosed for another activity. The personal information provided by the producer will be collected, used, disclosed, protected and retained following the federal and provincial privacy and access to information legislation.

I further agree to be bound by the provisions of the Conflict of Interest Guidelines for Consultants which form part of this Declaration.

Consultant:
Name (please print) __________________________________________________

Signature _______________________________ Date __________________

Producer(s):
I [name (please print)] ________________________ acknowledge receiving a copy of this Conflict of Interest Declaration signed by the above named Consultant.

Signature _______________________________ Date __________________

All applicants are to sign this declaration.