# Policy No. 2 – Financial & Contract Authority

All Stanley employees have responsibilities in managing Stanley assets (financial and material) as well as contractual commitments. In particular, each person will be bound by the following specific provisions.

Financial Stewardship

I will demonstrate the utmost diligence and respect for any funds I have been authorized to spend or contractual obligations that I have been entrusted to execute upon by ensuring that Stanley is entered into a commitment that brings undue risk or is not in the best interests of Stanley.

Conflict of Interest

In situations where a real, perceived and/or potential Conflict of Interest is possible:

* I will immediately inform the Stanley President and VP Operations &
* All authorizations to approve a contract or expend funds are suspended in relation to that scenario.

Protection of Stanley & Customer Property

I will respect Stanley assets and the property of others by working to create an environment that treats these assets with respect and does not condone: theft, vandalism or damage of property unauthorized use or entry to any space or property violation of civil or criminal statutes.

Obligation to Report

All Stanley employees are required to immediately report any contraventions to the Financial & Contract Authority Policy (including any Guidelines related to it). This includes circumstances of error or intentional misuse by the actual employee or another employee.

Contraventions of this Policy

Depending on the severity of the contravention, a Stanley employee can be terminated, suspended without pay or warned.

**communication, education and training**

All employees are trained in the this Policy as part of their orientation and then yearly on an ongoing basis through each performance review. Further to this, they are then required to sign off on a statement like this: "I will adhere to and support the Financial & Contract Authority Policy.”

**who approved this policy**

The President of Stanley has approved this Policy on September 30, 2018.

**who is responsible for this policy**

All employees of Stanley must conduct themselves within the limits and for the purposes of this policy.

**who is directly affected by this policy**

This policy applies to all Stanley employees.