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# Conflict of Interest Policy

**Purpose:** To establish guidelines to avoid situations which constitute conflicts of interest.

**Policy:** The College, as a public employer governed by the College and Institute Act, will take all reasonable steps to ensure that situations of conflicts of interest, perceived or real, are avoided and, if reported, are dealt with in a fair and timely manner.

**Definition:** Conflict of interest exists when one has the opportunity to advance or protect one's own interest or the private interests of others, with whom one has a familial, personal or business relationship, which may be potentially harmful to the integrity or fundamental mission of the College.

## **Examples of Potential Conflicts of Interest:**

The following list of examples, while not comprehensive, is illustrative of situations which may constitute a conflict of interest.

- 1) **Favouring of Outside Interests for Personal Gain such as:**
  - influencing the purchase, lease or terms of lease of services, equipment or materials for the College;
  - influencing students to purchase services or materials;
  - tutoring, for a fee, by faculty of students registered in a class they instruct;

- engaging in a College agreement or service contract with a company or private enterprise in which either the individual or a person with a relationship to that individual has a financial or other interest;
- accepting significant gifts or special favours from private organizations or individuals with whom the College does business, or from students or colleagues, without complete disclosure to and approval from the person's administrative supervisor.

2) **Inappropriate Use of College Personnel, Resources or Assets such as:**

- using College students or staff on College time to carry out work for an enterprise in which either the individual or a person with a relationship to that individual has a financial or other interest;
- unauthorized and non-reimbursed use of College resources or facilities to benefit a private concern in which either the individual or a person with a relationship to that individual has a financial or other interest.

3) **Inappropriate Use of Information such as:**

- using privileged information acquired as a result of the individual's College activities; such information might include knowledge of forthcoming developments requiring contractor selection, etc. for personal gain or other unauthorized purpose.

4) **Employment and Evaluative Relationships such as:**

- participating in the selection, employment, supervision, instruction or evaluation of a person with whom the individual has a relationship; (refer to College Policy B.2.12).

5) **Performance of Duties and Responsibilities is compromised:**

- as a consequence of undertaking activities in addition to their College duty and responsibility.

**Applies to:**

All employees of the College.

**Procedures:**

1) **Employees** - All employees will:

- make every reasonable effort to avoid conflicts of interest in keeping with standards of fairness, decency, and good sense;
- immediately disclose in writing circumstances that may place them in a potential conflict of interest to the College administrator who is responsible for the matter to which the conflict of interest pertains;
- disclose receipt of compensation, other than out-of-pocket expenses, to be received from external agencies for employment during college duty time. Such remuneration may result in a reduction of salary from the College.

2) **College Administrator** responsible for the matter to which the conflict of interest pertains will:

- review requests for external engagements /employment during College duty time ensuring the adequate supporting documentation, outlining the expected outcomes and benefit to the College, is provided and recommend a compensatory reduction in regular salary if warranted;
- attempt to make alternative arrangements so that a conflict of interest is avoided or does not persist;
- refer the matter to a Review Committee where disagreement arises regarding a question of conflict of interest or alternate arrangements.

3) **Review Committee**, consisting of:

- 1 peer selected by the employee's bargaining unit or association, if applicable;
- 1 representative selected by the employee;
- 1 representative selected by the senior College official named by the appropriate Vice President or by the President if the conditions described in 4) below apply;
- 1 representative selected by the College President;

will investigate the matter and make a recommendation to the appropriate Vice President.

- 4). **President** will be responsible for taking the appropriate action when:
- there is disagreement with the decision of the Vice President;
  - employee in potential conflict is one of the Vice Presidents;
  - in cases involving the President of the Foundation.
- 5) **College Board** will decide the matter in the case of a conflict of interest involving the President.

**Appeals:**

An employee may use any grievance or appeal procedure available under the terms of the applicable collective agreement or other terms of employment.

**Replaces:**

Conflict of Interest, Policy # 4.1.0.3  
 Outside Employment during College Duty Time, Policy #4.1.0.5  
 Professional Engagements, Policy #4.2.3.6  
 Private Instruction on Campus, Policy #6.2.0.1

**APPENDIX 1**

## **CONFLICT OF INTEREST**

The College endorses the principle that an employee should not be paid twice for the same work and that the guidelines should withstand the test of public scrutiny.

The following criteria will be taken into consideration in assessing whether a reduction in an employee's salary is warranted:

- the amount of personal time an employee has invested;
- College resources utilized, if any;
- benefit to the College in the event;
- any other indirect costs to the College;
- amount of compensation to be received from the external employment.

**1. Policy Sponsor:** President

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**