



## POLICY NO. 8

# POLICY ON CONFLICTS OF INTEREST FOR COLLEGE EMPLOYEES

This policy was adopted for the first time by Resolution Number 295-09 on October 28, 2003 and subsequently amended by Resolution:

373-08

May 3, 2016

# ***POLICY NO. 8 – POLICY ON CONFLICTS OF INTEREST FOR COLLEGE EMPLOYEES***

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# ***POLICY NO. 8 – POLICY ON CONFLICTS OF INTEREST FOR COLLEGE EMPLOYEES***

## **ARTICLE 1**

### **GENERAL PROVISIONS**

This policy covers all employees of the College and addresses certain possible conflicts of interest relating to personal gain and close personal relationships.

Employees of the College are bound not only to perform their duties with prudence and diligence, but also to act faithfully and honestly, not use any confidential information obtained in the performance of their duties and not place themselves in a situation of conflict of interest, as described herein.

Additional elements covering members of the Board of Governors, including staff Board members, can be found in the College's Policy No. 5 *Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors*.

## **ARTICLE 2**

### **DEFINITIONS**

For the purpose of this policy, the following definitions apply:

- 2.1 College employee:** Any individual receiving remuneration directly from the College for casual, temporary or regular services.
- 2.2 Close personal relationships:** Relationships between close friends, relatives, spouses, parent and child, siblings, and consensual romantic or sexual relationships.
- 2.3 Conflict of interest:** A situation in which a College employee is in a Close personal relationship which may influence the objective exercise of his or her duties, or may compromise his or her impartial judgment in carrying out his or her duties; a Conflict of interest may be real, potential or perceived.

## **ARTICLE 3**

### **PERSONAL GAIN**

- 3.1** A College employee may not, under any circumstance, place himself/herself in a situation of personal gain in relation to the College and/or its students, including, without limitation, the following:
  - being offered services or materials as a result of employment or position with the College;

- making use of a position within the College to solicit services or materials for personal gain;
- utilizing College equipment, services, materials or resources for an external business;
- pursuing personal gain over the mission or needs of the College and/or its students;
- selling of classroom materials or books that students are required to purchase for their courses by other means than by way of the College Bookstore.

**3.2** Failure to respect the terms of article 3.1 hereof may result in appropriate disciplinary action in accordance with applicable laws and Collective Agreements.

## **ARTICLE 4**

### **CLOSE PERSONAL RELATIONSHIPS**

#### **4.1 Hiring and Promotion**

A College employee may not, under any circumstance, participate in the hiring, promotion or reclassification process of a person with whom he or she has a Close personal relationship. In cases where such a person is hired or promoted by the College, the procedure on disclosure set forth in article 4.2 hereof must be followed if applicable.

#### **4.2 Conflict of Interest and Disclosure**

- 4.2.1 Where two College employees, or College employee and a student, or College employee and any individual, are in a Close personal relationship such that a Conflict of interest as defined in article 2.3 exists, it is the responsibility of the College employee to disclose the matter to the Secretary General or, in his/her absence, to his/her delegate.
- 4.2.2 Where necessary and possible, the Secretary General, in cooperation with the College employee's immediate supervisor, will make arrangements with the College employee or the person with whom the College employee has a Close personal relationship to remove the possibility of Conflict of interest.
- 4.2.3 The disclosure to the Secretary General and the making of necessary and possible arrangements shall be in confidence and shall not prejudice the rights of the individuals involved.
- 4.2.4 Failure to disclose the matter to the Secretary General within a reasonable time limit may result in appropriate disciplinary action in accordance with applicable laws and Collective Agreements.
- 4.2.5 Should the matter to be disclosed hereunder involve the Secretary General, such matter shall be disclosed to the Director General who shall assume the role of the Secretary General under article 4.2 hereof. *[Note: The Director General is already covered under the College's Policy No. 5 Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors.]*

## **ARTICLE 5**

### **CONFIDENTIALITY**

- 5.1** A College employee may not divulge nor use for personal gain any confidential information obtained in the performance of his/her duties.
- 5.2** Failure to respect the terms of article 5.1 hereof may result in appropriate disciplinary action in accordance with applicable laws and Collective Agreements.

## **ARTICLE 6**

### **RESPONSIBILITY FOR THIS POLICY**

- 6.1** The Secretary General is responsible for the application and revision of this policy.

## **ARTICLE 7**

### **EFFECTIVE DATE**

- 7.1** This policy shall become effective when enacted.