

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. D11
	ORIGINATOR Director, Human Resources	
	APPROVED BY Board of Governors	
TITLE CONFLICT OF INTEREST	EFFECTIVE DATE 1993.07.23	REPLACES 1988.11.02

POLICY OF BOARD OF GOVERNORS

It is the responsibility of all College employees to ensure that their private interests do not conflict or appear to conflict with their duties and responsibilities at the College.

POLICY

Upon joining the College and subsequently as and when necessary, employees are required to disclose to their immediate supervisor in writing, any business, commercial or financial interest which could be construed to be in actual or potential conflict of interest.

GUIDELINES

1. No conflict should exist or appear to exist between the private interests of employees and their work at the College. Employees are under an obligation to manage their affairs so that no conflict of interest arises.
2. Employees who hold an outside office or employment should not place themselves in a conflict of interest situation or in a position which raises doubts about their capacity to perform their duties in an objective manner.
3. Employees should not provide in the performance of their duties, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.
4. The following examples represent behaviours which are in direct conflict of interest with College activities. The list is not intended to be an exhaustive one. In the event that an employee is uncertain if a conflict exists, he or she should utilize the provisions of section 5.3 of this policy.

No employee shall:

- 4.1 market for personal gain the result of College-sponsored activities except where a written agreement has been reached with the College through the Supervisor and approved by the President of the College;
- 4.2 use College resources (for example, facilities, materials, staff time or services) for outside/personal work without the prior approval of the immediate supervisor and securing adequate remuneration for the College;
- 4.3 acquire or dispose of College equipment or property for personal use or gain without obtaining the necessary approval or following the stated procedures;
- 4.4 use the College name or processes to acquire equipment or property for personal use or gain;
- 4.5 use or communicate improperly unpublished information, including the unpaid work of students or colleagues, emanating from any part of the College (this does not include the incidental reporting in conversations, lectures, articles, books or other means of communication of work in progress);
- 4.6 associate the name of the College with any outside activity or business venture or use the College address or telephone number for such a purpose;
- 4.7 associate his/her position held at the College with any political activity;
- 4.8 compete directly with the College in the provision of services or products under the College's mandate (any activity deemed to represent economic competition will not be allowed).

PROCESS

5. Awareness

- 5.1 Each employee will be apprised of the College Conflict of Interest Policy in their offer of employment letter. New employees will be asked to sign the attached form and acknowledge that they have received and read the College Conflict of Interest Policy.
- 5.2. Once each year, managers will remind employees of their responsibilities under the conflict of interest policy and will request individual employees to acknowledge that they are aware of the policy and are not currently in a conflict of interest situation.

Assessment and Resolution

In the interest of avoiding real and potential conflict of interest situations, the College requires full disclosure of information.

- 5.3 Employees are required to notify their supervisors of business, commercial or financial interests which could be construed to be actual or potential conflicts of interest. Where employees are uncertain if a conflict exists, the onus is on the employee to raise the potential conflict with the supervisor. All notification should be in writing giving full disclosure of information regarding activities of conflict or potential conflict of interest.
- 5.4 The supervisor will respond in writing to the employee's request. (Should the supervisor need assistance to determine whether conflict of interest exists, the supervisor will seek clarification through the appropriate Vice President. Should ambiguity still exist, the immediate supervisor may file an assessment with the Director, Human Resources, who will seek a legal opinion).
- If a conflict is deemed not to exist, the employee will be informed accordingly and a copy sent to the Human Resources Department for the employee's file.

OR

- If a conflict is deemed to exist, the employee will be informed accordingly and the supervisor will hold discussions with the employee with respect to the appropriate course of action which will usually include cessation of the activity. A copy will be sent to the Human Resources Department for the employee's file.

The supervisor will hold a follow-up session with the employee approximately one month after the conflict has been deemed to exist and thereafter, as is necessary.

- 5.5 Where the supervisor becomes aware of a potential conflict of interest, the supervisor will contact the employee concerned to obtain clarification of the activities in question. The process of points 4 above will be initiated by the supervisor.

Review of Supervisor's Decision

- 5.6 An employee may ask, in writing, for the next level of management to review the supervisor's decision. This review will be requested in writing and a written decision will be provided to the employee.

Failure to Comply

- 5.7 Failure to comply with this policy will result in disciplinary action, up to and including termination.
- 5.8 In the interest of avoiding real and potential conflict of interest situations, the College requires full disclosure of information. Failure to provide adequate information when requested to do so may result in disciplinary action, up to and including termination.

(original signed by)

Director
Human Resources

(original signed by)

Vice President
Student Life and Human Resources