

CONFLICTS OF INTEREST

Date of Policy, March 1, 2008, Approved by the Deans, Principal and Chief Administrative Officer
Revised May 1, 2008

Preamble

Each member of the Faculty or Staff occupies a position of trust in dealing with others outside the College. Whatever the area of activity or degree of responsibility, the College expects each member of the Faculty and Staff to act in a manner which will enhance the College's reputation for ethical performance in all its dealings.

POLICY

1.00 A conflict of interest may arise where a member of the Faculty or Staff has or could be seen to have the opportunity to use the authority, knowledge, or influence derived from his or her position to benefit improperly the member or another person. Such situations include but are not limited to the following:

- (a) Participating as a director, officer, or in any other capacity in the management of a firm which is a supplier of materials or services to the College.
- (b) Having material personal financial dealings with an individual or company whose business with the College involves the member's sphere of responsibilities. For guidance on what is material, please refer to the Municipal Conflict of Interest Act, R.S.O.
- (c) Making an investment in any situation in anticipation of the College taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by the College in such a situation.
- (d) Participating in the appointment, promotion, or tenure process affecting an immediate relative (i.e., a spouse, parent, in-law, sibling, child, or stepchild).

2.00 A conflict of interest arises if gifts, gratuities, or favors of any kind are exchanged between members of Faculty or Staff and any individual or company whose relationship with the College involves the member's sphere of responsibilities.

2.01 The employee who receives a gift, service or entertainment will be in a conflict of interest with Huron University College if this personal benefit results in a decision to purchase goods or services that is not the best value for the College. All employees must disclose to their supervisor, all offers of gifts, services or entertainment with a value greater than \$75. In the case of an occasional business meal, disclosure to a supervisor is not required. Where acceptance is deemed inappropriate or likely to produce a conflict of interest, the gift, service or entertainment is to be refused. However, employees should never expect any favors and should tactfully discourage the practice.

3.00 A conflict of interest arises if a member of Faculty or Staff accepts outside employment or engages in outside activities which may interfere with the efficient performance of College duties.

ADMINISTRATIVE PROCEDURES

4.00 If a Faculty or Staff member is faced with a situation involving an existing or potential conflict of interest, or is in any doubt about the application of these policies, he or she must report the circumstances to:

- (a) in matters relating to the acquisition of goods and services, the Chief Administrative Officer;
- (b) in other matters, the Principal.

5.00 The CAO or Principal shall:

- (a) determine that no conflict of interest exists or will exist; **or**
- (b) find that a conflict of interest does or will exist, and reach written agreement with the member(s) involved on the means by which that conflict will be removed or avoided;