

## Conflict of Interest

### 1. PURPOSE AND PRINCIPLES

- 1.1 The purpose of this policy is to set a framework under which the Corporation and the University may operate while avoiding situations which may constitute nepotism or a conflict of interest.
- 1.2 No employee or member of the Corporation may, directly or indirectly, him/herself or through a relative or an associate, have any interest in any contract (including employment contracts) with the University, derive any advantage therefrom or accept any gift, remuneration or promise in connection with his/her duties. The previous clause does not apply to a member of the staff of the University with regard to his/her contract of employment.
- 1.3 No employee or member of the Corporation shall exert any direct or indirect influence by virtue of his/her position with respect to the hiring of a relative or associate or the awarding of any contract.

### 2. DEFINITIONS

- 2.1 In the present policy, the following expressions mean:

**NEPOTISM**

Favouritism given to a relative in a transaction undertaken on behalf of the University;

**RELATIVE**

The spouse, including common-law partner, as well as the father, mother, brother, sister, son, daughter, nephew, or niece, uncle, or aunt of a person covered by this policy, as well as those of his/her spouse or common-law partner;

**ASSOCIATE**

A business partner or other person who shares, either directly or indirectly, a business interest with a person covered by this policy;

**APPEALS COMMITTEE**

A standing committee of the Corporation, consisting of three external members, that hears appeals concerning the application of this policy.

### 3. SCOPE

- 3.1 This policy is subject to the ROR's of the University.
- 3.2 Members of the Corporation and University employees, whether regular or temporary, full-time or part-time, and any person acting as an employee of the University, are subject to this policy.
- 3.3 It is the responsibility of every person covered by this policy to disclose any situation which may constitute a conflict of interest or nepotism, and to withdraw from the decision-making process involved. Such disclosure shall be made to his/her immediate superior, or, in the case of a Corporation member, to the Executive Committee. Deliberate failure to do so constitutes just cause for disciplinary action, in the case of an employee, and disqualifies the offender for five years from being a member of the Corporation of the University, in the case of a Corporation member.

### 4. SELECTION COMMITTEE

- 4.1 A member of a selection committee for a position in the University shall resign from the committee, upon the disclosure that a relative or associate is a candidate for the position in question.

### 5. HIRING OF PERSONNEL

- 5.1 No person shall sign the authorization to hire or the employment contract of a relative or associate duly recommended for a position in the University. Such authorization or contract shall be signed by the immediate superior of the person, or, in the case of the Principal, the Chair of Corporation.

## **6. AWARDING OF CONTRACTS**

- 6.1** No person shall sign, on behalf of the University, a contract which will benefit, either directly or indirectly, a relative or associate of that person. Such contract will be signed by the immediate superior of the person, or, in the case of the Principal, the Chair of Corporation.

## **7. EXPENSE ACCOUNT STATEMENT APPROVAL**

- 7.1** No person shall approve an expense account statement of his/her own expenses nor, as a superior, those of his/her relative or associate. Such expense account statement will be signed by the immediate superior of the person, or, in the case of the Principal, the Chair of Corporation.

## **8. APPLICATION OF THIS POLICY**

- 8.1** Any person who is unsure of the application of this policy shall consult with the Secretary of the Executive Committee of Corporation. He/she may, if deemed necessary, refer such consultation to the Executive Committee.
- 8.2** Any person who becomes aware of a contravention of this policy shall inform, in confidence, the senior University officer present at the time, or may file a written and signed complaint with the Secretary of the Executive Committee of Corporation within ten (10) working days of the discovery of such contravention. The Secretary of the Executive Committee shall, within ten (10) working days of the receipt of such complaint, conduct an investigation and file a report with the Appeals Committee. The Appeals Committee shall have thirty calendar days in which to render a decision.
- 8.3** Final decisions will be in writing and will be presented at the next regular meeting of the Executive Committee.

Approved by Corporation, May 1994

*Last updated: 05/03/14*