



## CONFLICT OF INTEREST POLICY

<b>Policy Name:</b> Conflict of Interest	<b>Responsible Owner:</b> Associate Vice President, Human Resources	<b>Created:</b> 2008 Nov
<b>Policy Number:</b>		

### TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

#### A. PURPOSE

As a public institution, Douglas College (the College) must earn and preserve the trust and confidence of its communities and stakeholders, which it does in part by ensuring that all Employees conduct themselves in a manner that avoids any real, perceived or potential Conflict of Interest between their personal or private interests and the employment responsibilities and duties they owe to the College.

This policy defines Conflict of Interest, including Conflict of Commitment; affirms that all Employees must conduct

3 udislosreay)7.2.7 ( )n10.004 Tw-1.671 0 Td[ C dityarintimetotim e B.

#### SCOPE

This policy applies to all College Employees, including visiting researchers and Students who are participating as Student researchers in the conduct of research studies at the College.

#### Limitation of Scope

This policy is not intended to restrict the acceptance of gifts to the College Foundation or the recognition of donors to the College.

#### C. DEFINITIONS

**Conflict of Commitment:** A form of Conflict of Interest (COI) in which the external or personal activities and undertakings of a College Employee are so substantial as to be reasonably perceived to interfere with or negatively affect the Employee’s commitment to the College.





and obtain the approval of, the Responsible Administrator (RA), to ensure that acceptance of the gift or benefit creates no real or perceived obligation. In all cases, however, the College President has the final authority to determine what is, or is not, appropriate and may determine disposition of the gift.

5. Where College Employees are invited to make job-related presentations or to use their professional skills and expertise in support of professional activities and/or community projects, the College encourages such participation provided that these activities do not
  - a. interfere or compete with the performance of their duties as College Employees;
  - b. conflict with College operations to the detriment of the College; or
  - c. impose a financial burden on the College.
6. While recognizing that College Employees may also work elsewhere, the College expects Employees to fulfill their employment roles and duties fully, without interference or conflict arising from any commitments they may owe to other employers, and to monitor their external commitments to ensure that these do not present a Conflict of Interest or negatively affect their commitment to the College.
7. Before undertaking compensated or non-compensated external activities or positions, Employees must ensure that such activities
  - a. te

