POLICY NO. 8

POLICY ON CONFLICTS OF INTEREST IN CLOSE PERSONAL RELATIONSHIPS FOR COLLEGE EMPLOYEES

This Policy was adopted for the first time by Resolution Number 295-09 on October 28, 2003.
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The use of the male pronoun within this Policy is to facilitate reading only and should be interpreted as referring to either male or female.
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ARTICLE 1 – GENERAL PROVISIONS

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

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 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.

2.4 Supervisor: An employee whose duties require the supervision of other employees.

ARTICLE 3 – HIRING AND PROMOTION

A supervisor may, under no condition, 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 in article 4 of the present policy must be followed.
ARTICLE 4 – DISCLOSURE OF POSSIBLE CONFLICTS OF INTEREST

4.1 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 Director of Administrative Services or, in his absence, to his delegate.

4.2 Where necessary and possible, the Director of Administrative Services, in cooperation with the employee’s immediate supervisor, will make arrangements with the employee or the person with whom the employee has a close personal relationship to remove the possibility of conflict of interest.

4.3 The disclosure to the Director of Administrative Services and the making of necessary and possible arrangements shall be in confidence and shall not prejudice the rights of the individuals involved.

ARTICLE 5 – FAILURE TO DISCLOSE

Failure to disclose the matter to the Director of Administrative Services within a reasonable time limit may result in disciplinary action.

ARTICLE 6 – RESPONSIBILITY FOR THIS POLICY

The Director of Administrative Services is responsible for the application and revision of this policy.

ARTICLE 7 – EFFECTIVE DATE

This policy was approved by Board Resolution 295-09 on October 28, 2003 to become effective on December 1, 2003.