

## **Nova Scotia Community College**

### **Conflict of Interest Policy**

**(Wednesday, 11 July 2001)**

#### **3.01 DEFINITION**

A Conflict of Interest exists when one has the opportunity to advance or protect one's own interest, or the interests of others with whom one has a relationship, in a way detrimental to the interests, or potentially harmful to the integrity or mission, of the College.

Relationship means a familial or other personal or business relationship.

#### **3.02 SCOPE**

This policy covers all employees, and those students who are acting in an official advisory or decision-making capacity within the College.

#### **3.03 POLICY**

- (1) Knowingly acting and/or persisting in a conflict of interest is unethical.
- (2) When a conflict of interest arises, the individual in conflict has a duty to disclose the situation to the person or body responsible for the matter concerned. Failure to report a conflict of interest will result in appropriate action by the College.
- (3) The person or body responsible must take appropriate action so that a conflict of interest is avoided. Failure to report a conflict of interest will result in appropriate action.
- (4) The College should resolve conflict problems so that no one is unfairly disadvantaged.

### 3.04 EXAMPLES OF POTENTIAL CONFLICTS OF INTEREST

The following list of examples, while not comprehensive, is illustrative of situations which may constitute a conflict of interest:

- (1) *Favouring of Outside Interests for Personal Gain*
  - (a) Exerting influence on the discussion of, or voting on, College decisions relating to agreements, programs and/or services to the advantage of the individual or person with a relationship to that individual.
  - (b) Exerting influence on the decision to purchase, lease or terms of lease of services, equipment or materials for the College to the advantage of the individual or person with a relationship to that individual.
  - (c) Exerting influence on students to purchase services or materials to the advantage of the individual or person with a relationship to that individual.
  - (d) Engaging in a College agreement or service contract with a third party in which either the individual or a person with a relationship to that individual has a financial or other interest.
  - (e) Managing (or supervising or controlling) and/or directing (or guiding or conducting) a College program to serve the needs of a third party in which either the individual or a person with a relationship to that individual has a financial or other interest.
  - (f) Accepting significant gifts or special favours for personal gain from private organizations or individuals with whom the College does business, or from students or colleagues, without complete disclosure to and approval from the person's supervisor.
- (2) *Inappropriate Use of College Personnel, Resources or Assets*
  - (a) Using College students or staff on College time to carry out work for an enterprise in which either the individual or a person with a relationship to that individual has a financial or other interest.

- (b) Unauthorized and non-reimbursed use of College resources or facilities to benefit a private concern in which either the individual or a person with a relationship to that individual has a financial or other interest. This includes College assets which are deemed surplus and must be disposed of according to College policy.
- (3) *Inappropriate Use of Information*
  - (a) Using for personal gain or other unauthorized purposes, privileged information acquired as a result of the individual's College activities; such information might include knowledge of forthcoming developments requiring contractor selection, etc.
  - (b) Unreasonably delaying publication of information or premature release of information to secure personal gain or to secure gain for a person with whom an individual has a relationship.
- (4) *Employment and Evaluative Relationships*
  - (a) Participating in the selection, supervision, evaluation or discipline of a student with whom the individual has a relationship.
  - (b) Participating in the personnel decisions involving a person with whom the individual has a relationship.

### **3.05 PROCEDURES**

- (1) When a conflict of interest arises, the individual who is in a conflict of interest situation is required to disclose the situation or potential situation to the supervisor or the person who is responsible for the matter concerned (e.g. committee chair if the conflict arises within the mandate of a committee). The individual may request that the disclosure be included in the individual's file and /or minutes of the committee.
- (2) The supervisor or body responsible for the matter must make alternative arrangements so that a conflict of interest is avoided or does not persist. If the employee and supervisor cannot agree on alternative arrangements, the matter shall be referred for final decision to the next level.

- (3) Allegations of violations of the conflict of interest policy shall be investigated.
- (4) Any required disciplinary actions will be taken.
- (5) Appeals from disciplinary actions will be heard in accordance with the appropriate collective agreement or appeals procedure.
- (6) The College has a responsibility to inform and educate stakeholders on the topic of conflict of interest