

# **Nova Scotia Community College**

## **Conflict of Commitment Policy**

**(Wednesday, July 11, 2001)**

### **2.01 INTRODUCTION**

A person who accepts a regular full-time or part-time appointment as a College employee has an obligation to devote his/her primary professional effort to the College to the extent required by the appointment. Other activities or commitments must be arranged so as not to conflict with or dilute this commitment.

Outside obligations, employment or other activities by College employees have the potential to impact either positively or negatively on the performance of those College employees and on the College itself. In some cases, these outside activities may result in a conflict of commitment as defined below. It is the purpose of this Policy to set forth the principles for identifying potential conflicts and the procedures for identifying, reviewing and addressing conflicts that occur. This Policy covers all College employees.

Nothing in this Policy is intended to limit the types of external activities or business transactions of College employees as long as those activities do not present a conflict of commitment.

In order to encourage full disclosure of potential conflicts without unduly intruding on the privacy of College employees or their families, disclosures shall be treated as strictly confidential. Access to the disclosed information will be restricted to those individuals involved in the review and resolution of any conflicts.

### **2.02 CONFLICT OF COMMITMENT DEFINED**

A conflict of commitment is an activity by a College employee outside of the normal responsibilities of that employee that:

- (1) interferes or has the potential to interfere with a College employee's ability to effectively carry out his/her College-related duties and responsibilities;
- (2) competes or conflicts or has the potential to compete or conflict with the mission of the College; or

- (3) adversely affects or has the potential to adversely affect the reputation of the College.

A conflict of commitment would exist when a College employee has an outside interest which materially encroaches on time or attention which should be devoted to the affairs of the College or so affects his/her energies as to prevent the application of full abilities to the performance of duties.

External employment, or self-employment, is permitted if there is no conflict of commitment. Employees on full-time appointment are compensated for full-time employment. Outside dual employment or other activity, whether compensated or not, that in any way interferes with the performance of a College employee's duties and responsibilities, competes or conflicts with the mission of the College, or has the potential to adversely affect the reputation of the College is a conflict of commitment and as such is subject to review under this policy.

### **2.03 EXAMPLES OF CONFLICT OF COMMITMENT**

- (1) College employee arranges to work for someone else and such an arrangement conflicts with the time commitment to the College.
- (2) During the course of employment, a College employee is engaged in a business that competes with that of the College.
- (3) A College employee solicits College clients to advance his or her personal interests.

Conflicts of commitment do not include standard, external, professional and academic activities such as memberships in professional organisations, journal editing, attendance or preparations for conferences or other professional activities.

If a College employee believes he/she may have a conflict of commitment, or a potential conflict of commitment, the employee shall immediately advise his/her Principal, or in the case of Central Office, the appropriate senior administrator of their department.

Failure to abide by this Policy may result in disciplinary action, up to and including dismissal.