

PROCEDURE

1. A member of the College Community shall disclose a Conflict as soon as possible by completing a Declaration of Conflict Form. They may also make a verbal disclosure to the appropriate person set out in ss. 2 and 3 and seek the assistance of that person in completing the Declaration.
2. In the case of a Conflict of Interest, the completed Declaration shall be delivered to:
 - a. the Director of Human Resources in the case of Conflicts involving an employee other than the one completing the Form;
 - b. the Dean of Students in the case of Conflicts involving students; or
 - c. in all other cases, the person's Manager, or any member of College Senior Leadership, including Vice Presidents, Deans, Principals or Directors.
3. In the case of a Conflict of Commitment, the completed Declaration shall be delivered to:
 - a. the Campus Principal; or,
 - b. in the case of Central Office, the appropriate senior administrator (i.e. Dean, Director) of their department.
4. An individual is required to update any Declaration if they become aware of any relevant changes in circumstances. This may be accomplished verbally or in a written communication with the member to whom the original Declaration was delivered.
5. The person receiving a Declaration will coordinate the College review and response to the declared Conflict. Such review and response will be carried out in a timely, fair and open manner by the College.
6. The person receiving a Declaration may, subject to the obligation of confidentiality, discuss the situation with other members of the College in an effort to arrive at an appropriate response.
7. The College may require an activity or decision to be placed on hold pending assessment.
8. The College may make any of the following determinations:
 - a. no Conflict exists;
 - b. a Conflict exists but can be managed, through personal undertakings of the member in conflict or by other means and that such management is consistent with the values of integrity and public accountability and will withstand the test of reasonable independent scrutiny; or
 - c. a Conflict is of such a nature that it cannot be managed in a manner consistent with the values of integrity and public accountability, in which case, the College may take necessary steps to eliminate the Conflict.
9. The resolution of the Conflict shall be placed in the employee's official employment file or student file as the case may be, except where resolution results in a finding of "no Conflict" under s. 8(a), in which case, the Declarant may opt to have all relevant records removed from their file.

Executive Policy Sponsor:
VP Learner & College Development

Policy Steward:
Director, Human Resources

Approved:
Dec. 9, 2015

Effective Date:
January 2016

Next Review:
January 2017

PROCEDURE SUPPORTS

Declaration of Potential Conflict of Interest and/or Commitment Form
Employee Conflict of Interest and Commitment Policy
Employee Conflict of Interest and/or Commitment Guidelines
Employee Code of Conduct
Employment of Relatives

RELATED SUPPORTS

Safe Disclosure Policy

Executive Policy Sponsor:
VP Learner & College Development

Policy Steward:
Director, Human Resources

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