

**TITLE:** **CONFLICTS OF INTEREST AND MANDATORY DISCLOSURE**  
(Relates to EL 1: General Executive Constraint)  
(Relates to EL 2: Treatment of Staff)

**EFFECTIVE DATE:** July 1, 2006

**PURPOSE:**

To set out guidelines regarding conflict of interest and disclosure which will serve to safeguard the College and the public interest by providing clear standards of employee conduct. These guidelines and their application are intended to assist in preventing employees from using, or appearing to use, their employment for personal gain. Red Deer College employees are encouraged to participate in outside activities which are complementary to their position, personal development or own interest so long as these activities do not conflict with their obligation to Red Deer College.

**DEFINITIONS:**

"College" means "Red Deer College."

"Member" means a member of the College community and includes all members of the Academic Staff, Support Staff, Students, Fellows of the College, and Trust Employees.

"Academic Staff" includes both teaching and non-teaching Board appointees, part-time or full-time, with or without definite term appointments. Academic Staff also includes Adjunct, Professor Emeritus and other honorary appointees when carrying out their professorial duties.

"Support Staff" means persons covered by the College/CUPE, College/AUPE collective agreements and persons designated as "exempt" by virtue of their management or supervisory status.

"Student" means a person registered in course-work or in a degree program while working for academic credit.

"Fellow" means a person, admitted to work within the College, who enjoys privileges of access to and use of College facilities and services for independent study.

"Trust Employee" means persons paid from funds held in trust or administered by the College on behalf of an outside organization.

## **POLICY STATEMENT:**

The College expects its members to disclose immediately on discovery, and to resolve subsequently with the College, any actual or possible conflicts of interest arising from activities in which they are engaged. All full time employees are required to make their responsibilities at the college their prime obligation and any outside activity should be conducted without encroachment upon or conflict with those responsibilities.

### **Guidelines**

1. General
  - 1.1 The College encourages members to use their skills and expertise in support of the community at large. This may lead to positions of conflict of interest. Guidance in avoiding such conflicts can be obtained through the office of the appropriate Vice-President.
2. Restrictions
  - 2.1 Members may not use for personal financial or material benefit, except under the terms of a User's or other written Agreement with the College:
    - 2.1.1 the College's premises and facilities to promote or serve the interest of any non-College organization; or
    - 2.1.2 the name or insignia of the College, or the names of its offices or organizations, to promote or serve the interests of any non-College organization.
3. Conflicts of Interest
  - 3.1 Conflict of Interest typically occurs when the interest of the member and the interests of the College are in conflict. While it is impossible to document all situations in which conflict of interest may occur, some examples are when members:
    - 3.1.1 accept material or financial benefit from a non-College organization for favoring or promoting that organization by virtue of their College position;
    - 3.1.2 accept an executive appointment, employment or shares in any non-College organization which might reasonably expect them to disclose confidential or proprietary information to which they have access by virtue of their College appointments;
    - 3.1.3 accept without written authorization, a research grant or contract from any non-College organization from which they receive, or may subsequently receive, direct or indirect benefits as an executive officer or major shareholder;
    - 3.1.4 undertake to direct, manage or participate in any non-College activities where such activity would conflict with the full-time employment effort they would otherwise be expected to dedicate to College activities;

- 3.1.5 employ their students in any commercial venture related to the students' study or research, or proceed to commercialize the results of the students' work, where such activities would infringe on the students' rights to complete the program of study for which they are registered and to publicize freely their findings.
- 3.1.6 undertake to influence College business to advantage the interests of a family member or friend.

4. Disclosure

- 4.1 The onus is upon the member to disclose all actual and potential conflicts of interest. Such disclosure should be in writing and directed to the College official to whom the member ordinarily reports, with a copy to the appropriate Dean and Vice-President.
- 4.2 Conflicts of interest relating to students should also be disclosed to the appropriate Dean.
- 4.3 Failure to disclose actual conflicts of interest will result in disciplinary action by the College official to whom the member ordinarily reports.

5. Resolution

- 5.1 If conflict of interest is identified following disclosure, the member, in consultation with the College official to whom he or she normally reports, should try to resolve the conflict.
- 5.2 In the event that a member is dissatisfied with the position taken by the College with respect to the proposed arrangements for avoidance of conflict of interest, the matter will be adjudicated by the appropriate Vice-President in consultation with the appropriate Division Leader.
- 5.3 In the case of an academic staff member, the appeal procedures contained in the Collective Agreement will be used.

**ACCOUNTABILITY:** President

**RESPONSIBILITY:** Associate Vice President, Strategic Planning & Research

**Consultation for Review:** Associate Vice President, Strategic Planning & Research

**Policy Review Date:** May 31, 2008