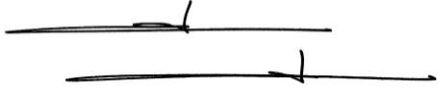


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| SECTION: Human Resources | |
| TOPIC: Conflict of interest | |
| EFFECTIVE DATE: April 26, 2007 June 16, 2011 | REPLACES: 700.09.01 Conflict of Interest 400.08.01 Nepotism |
| DATE DRAFTED: May 31, 2011 | |
| REVISION DATE: May 31, 2011 | |
| Original signed by President + CEO Dr. Daniel Doz |  |

INTENT

Alberta College of Art + Design (ACAD) depends upon the integrity and sense of responsibility of the members of its community. ACAD faculty, staff, students, volunteers and contractors are prohibited from participating in any actions that bring them into conflict with the best interests of the institution.

DEFINITIONS

A ***Conflict of interest*** arises when an ACAD member's private interests, actual or perceived, compete with the interests of the College. This could arise from a conflict of interest for the member himself/herself or related persons. Conflict of interest refers to situations where an independent observer might reasonably question whether a person's independent judgment may be compromised by considerations of personal interest or gain, financial or otherwise.

A ***Related person*** means any person that is related to an existing ACAD member by blood, marriage or law.

A conflict of interest may be ***Real, Perceived or Potential***. The same duty of disclosure applies to each situation.

- a. A "real conflict of interest" occurs when a member of the ACAD community exercises a duty or function with the knowledge that there will be a private or pecuniary gain.
- b. A "potential conflict of interest" occurs when a member of the ACAD community has knowledge that the performance of a duty or function or the exercise of power will result in a private or pecuniary gain but has not yet exercised that duty or function.
- c. A "perceived conflict of interest" exists where there is a perception, formed by a reasonably well informed person that a conflict of interest exists on the part of an ACAD community member.

SCOPE

This Procedure applies to all members of the ACAD community, including all faculty, staff, students, volunteers and contractors.

PRINCIPLES

1. Employment, Supervision and Evaluation
An ACAD member shall not participate in the appointment, employment, promotion, supervision or evaluation of a related person or a person to whom they owe a personal or legal obligation.
2. Unauthorized Use of College Information
An ACAD member shall not use any information acquired as a result of his/her College position for purposes unrelated to that position.
3. External Commitments
An ACAD member shall not accept external employment or engage in activities which, by virtue of their time commitment, impedes the performance of College duties, or bring the member into a position of divided loyalty between the College and the external employer or activity.
4. Unauthorized Use of College Services and Resources
An ACAD member shall not engage in the unauthorized use of the services of other members or College facilities, supplies or resources.
5. Acceptance of Gifts, Gratuities or Favours
An ACAD member shall not accept gifts, gratuities or favours that could be construed as being given in anticipation of special considerations by the College.
6. Competition with the College
An ACAD member shall not compete with the business of the College-
7. Participation in Organizations Doing Business with the College
An ACAD member shall not influence the decisions of an external enterprise doing business with the College, whether for-profit or non-profit, as it relates to the College in general and to the member's activities at the College specifically.
8. Acquisition and Disposal of Assets
An ACAD member shall not influence, participate in or authorize the acquisition or disposition by the College of an asset, including supplies or services from/to an enterprise in which the member has a financial or other interest.
9. Breach of Procedure

Any breach of the Conflict of Interest Procedure may lead to disciplinary actions, up to and including dismissal and/or expulsion as appropriate.

PROCEDURES

1. An ACAD member shall declare any activity or relationship which may put him/her in conflict with the College's interests at the commencement of his/her employment or engagement with the College. During his/her employment/engagement with ACAD, the member shall continue to declare any new activity or relationship which may put him/her in conflict with the College's interests to the immediate supervisor (Head, Manager, Vice-President or President).
2. The respective supervisor (Head, Manager, Vice-President or President) shall communicate the Conflict of Interest Procedure to the ACAD community members within their area of responsibility on an annual basis and/or as required.
3. The respective supervisor (Head, Manager, Vice-President or President) shall investigate any concerns about a conflict of interest for a member in their area and take prompt action to resolve the conflict.
4. If the ACAD member is not certain that he/she is in a conflict of interest position, the matter shall be brought before the immediate supervisor (Head, Manager, Vice-President or President) for advice and guidance.
5. If a conflict of interest is found to exist, the immediate supervisor (Head, Manager, Vice-President or President) shall assist the member in establishing a course of action to eliminate the conflict. Such action may require the discontinuance of the activities which led to the conflict of interest. In the interests of transparency, such actions will be communicated to the President or designate in writing.
6. All information and disclosures made in accordance with this Procedure shall be kept confidential as necessary and appropriate.

REFERENCE

- Code of Conduct Policy
- Code of Conduct Procedure
- Conflict of Interest Policy