



Policy No. G.1
Reviewed by: KFA / BCGEU / Senior Leadership Team
Responsibility: Associate Vice President / Human Resources

P O L I C Y

TITLE: Conflict of Interest

APPROVED BY: The President

EFFECTIVE: 19 February 1987

REVISED: 25 October 1999

RELATED POLICIES:

POLICY

Circumstances may arise where there is an actual or potential conflict between an employee's personal interests and his/her employment duties to the University College. This policy is designed to identify such situations as early as possible, and to ensure that they are dealt with in an appropriate manner.

Every Kwantlen University College employee has an obligation to report any information that is important to the safety and security of Kwantlen University College and/or its students and employees.

Definition

In this policy, 'conflict of interest' means any situation where the personal interests of a Kwantlen University College employee may conflict with the interests of the University College.

Conflict of interest would be deemed to occur in the following circumstances:

- an employee, or his/her spouse, child, sibling or parent, has a direct or indirect financial interest in a proposed contract or transaction with the University College or, is affiliated directly or indirectly with an entity which seeks to contract, transact or otherwise do business with the University College;
- an employee allows a relationship between an applicant or other employee (based on business, kinship, marriage or affectional relations) to influence the employee's work, work situation or status to the advantage or disadvantage of any of the persons involved in such relationship;

- an employee initiates or permits the initiation of a sexual liaison with a student while they are in an employee/student, instructor/student or employee/client relationship or where it is reasonable to assume they may, in the immediate future, be in such a relationship;
- an employee uses his/her status for the employee's private advantage, whether personal or professional; or
- an employee is directly involved in the hiring or supervision of a person with whom they are in a relationship (based on business, kinship, marriage or affectional relations).

Disclosure:

In the above work-related circumstances, employees have a duty to disclose to their supervisor any actual or potential conflict of interest. This may include recommendations to avoid or minimize any conflict of interest. Where the University College, after receiving a report from an employee or on its own initiative, determines that an actual or potential conflict of interest has arisen, or may arise, the University College, after consultation with the affected employee and Human Resources, will take the steps it considers appropriate to address, eliminate, reduce and/or remedy such conflict of interest.

Where the University College determines that an employee has concealed, or has unreasonably failed to disclose, a conflict of interest, the University College may take disciplinary action.

Prevention

The University College and its employees shall take all reasonable steps to ensure that conflicts of interest do not arise.

Under no circumstances will a University College employee use information, or publications, or documents or records pertaining to the business or affairs of the University College for any purpose unrelated to the business of the University College, without the University College's written authorization.

HONORARIA

Employees of the University College may be invited by other colleges, institutions, businesses, government agencies, community groups, etc. to make job-related presentations. The University College encourages this participation in the community, providing that such ventures do not disrupt University College services or impose a financial burden on the University College.

Any money received should be remitted to the University College, except when the presentation is done on the employee's own time.

GIFTS, FAVOURS, AND OTHER COMPLIMENTARY ITEMS

University College employees shall not, either directly or indirectly, demand or accept gifts, favours, services or other complimentary items from any individual, organization or corporation, in the course of performing his or her duties with the University College, other than:

1. the normal exchange of hospitality between persons doing business together,

2. token exchanges as part of protocol:
3. the normal presentation of gifts to persons participating in public functions; or
4. the normal exchange of gifts or hospitality between friends.

Without limiting the generality of the foregoing, employees must neither demand nor accept gifts, favours, services or other complimentary items from students of Kwantlen University College or persons having dealings with the University College, where such a practice could reasonable be seen as compromising the employee's objectivity.

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