
Type:	C – Institutional	Last Approved: June 28, 2001
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Jan., 2012
Administrative Responsibility:	Manager Human Resources	Policy: 21.06

PROCEDURE:

1. Employees of the University who have, or suspect they have, a conflict of interest in a matter involving a student or another employee must inform their supervisor (normally the appropriate dean, director, or regional campus principal) in writing or by e-mail of the situation and the nature of the conflict. The obligation is on the person with the conflict of interest to report it. Failure to report a conflict is a serious matter and a breach of trust.
2. If a supervisor determines that a conflict of interest does exist, it is his or her responsibility to ensure that alternative arrangements are made. Alternative instructional arrangements may not always be possible; in those circumstances the supervisor will identify and implement any appropriate safeguards to ensure policy compliance.
3. If the employee and supervisor cannot agree on alternative arrangements, the matter shall be referred for final decision to the next administrative level.
4. If an employee is in a conflict of interest situation, that employee will normally inform others who may be affected of the measures that are in place to resolve it.
5. If a third party has a concern about a possible conflict of interest, he/she is obligated to bring it to Supervisor's attention.
6. Third-party allegations of conflict of interest shall be investigated and recorded by the appropriate supervisor (normally dean, director of regional campus principal). The results of the investigation and any resolution shall also be recorded.