



Type:	C - Institutional	Last Approved: June 28, 2001
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Jan., 2012
Administrative Responsibility:	Manager, Human Resources	Procedure: 21.06.001

STATEMENT:

1. PURPOSE AND DEFINITIONS
 - 1.1 Vancouver Island University is committed to ensuring an equitable learning and working environment for employees and students.
 - 1.2 A conflict of interest exists when one has decision-making power or a share of this power (e.g., as an instructor or supervisor or a member of a committee) and the opportunity to advance or protect one's own interest or the interest of others with whom one has a close relationship, in a way detrimental to the interests of the University when functioning in that University role.
 - 1.3 Relationships that constitute a conflict of interest include, but are not limited to:
 - i. close family relationships such as those between spouses or spousal equivalents, parents and children, siblings, in-laws, grandparents and grandchildren, or any other person residing in the employee's home;
 - ii. sexual relationships;
 - iii. relationships between persons whose economic interests are closely interrelated.
 - 1.4 The University, in addressing conflict of interest, seeks to protect both the institution and members of the University community who could be negatively impacted.
 - 1.5 It is the responsibility of employees to avoid conflicts of interest and to declare any circumstances which exist giving rise to conflicts of interest. It is acknowledged that many conflicts of interest may occur in the normal course of events. If the employee and supervisor cannot agree on alternative arrangements, the matter shall be referred for final decision to the next administrative level.

Cross Reference:

[Policy 31.12 Ethics in Teaching](#)