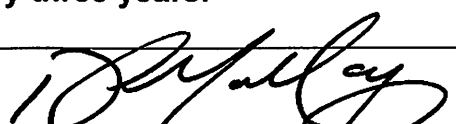


POLICY TITLE: Conflict of Interest Policy	POLICY SECTION: President's Office	POLICY NO:
RELATED BOARD POLICY:	1.1.10 Board Conflict of Interest	
RELEVANT LEGISLATION:		
PRIMARY APPROVER:	President	
SECONDARY APPROVER:	Director of Human Resources	
RESPONSIBLE AUTHORITY:	President's Office & Human Resources	
DATE APPROVED:	May 9, 2023	
DATE(S) REVIEWED / REVISED:		
POLICY REVIEW - FREQUENCY:	Every three years.	
APPROVER SIGNATURE(S):		

1. Preamble

- 1.1. Each employee, both academic and non-academic, occupies a position of trust in dealing with others outside of King's University College (King's). Whatever the area of activity or degree of responsibility, King's expects all of its employees to act in a manner which will enhance King's reputation for ethical performance in all of its dealings.

2. Purpose

- 2.1. To clarify policy and procedures relating to conflicts of interest to ensure that the highest ethical standards are maintained in respect of all matters and transactions relating to or undertaken by King's University College.
- 2.2. Each employee should conduct themselves so as to avoid any actual or potential Conflict of Interest. However, where a Conflict of Interest cannot be avoided, the employee shall follow the Conflict of Interest procedures set out in this Policy as soon as he or she becomes aware of the Conflict.

3. Scope of the Policy

- 3.1. This policy applies to all members of the King's University College community, including but not limited to employees, students, volunteers, and any other person who teaches, conducts research or works under the auspices of King's University College including but not limited to professor emeriti and those holding a visiting appointment.

4. Definitions

- 4.1. **Conflict of Interest** means a potential, apparent or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to King's University College, or with the employee's participation in any recommendation or decision within King's.
- 4.2. **Existing conflict** means an employee can be said to have an existing conflict of interest if there is the existence of a private interest; that this private interest is known to the employee; and that this private interest has a connection with the member's duties and/or responsibilities at King's that is sufficient to influence the exercise of those duties or responsibilities.
- 4.3. **Potential conflict** means a potential conflict of interest that may reasonably develop into an actual conflict. The potential for conflict exists as soon as the university member can reasonably foresee that he or she has a private interest that may reasonably be sufficient to influence a public duty or responsibility.
- 4.4. **Employee** means individuals employed by King's University College full-time or part-time basis including managerial, supervisory, academic, full-time and part-time, as well as student employees.
 - 4.4.1 **Academic Employee**- means employees who are part of King's University College Faculty Association (KUCFA) and Instructors (CUPE)
 - 4.4.2 **Non-Academic Employee** means employees that are part of King's University Staff Association, Professional Administrative Officers Association, Association Exempt, Senior Administration, Students including but not limited to Timesheet contracts, Teaching Assistants and Research Assistants
- 4.5. **Relationship** means any relationship of the Employee to persons of his or her immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.
- 4.6. **Supervisor** means the person to whom an Employee reports or, who directs work. In the case of a committee, the committee Chair would be deemed the supervisor.

5. Policy

- 5.1. A conflict of interest arises where an employee has or could be seen to have the opportunity to use the authority, knowledge, or influence derived from their position to benefit improperly themselves or another person. Such situations include but are not limited to the following:
 - 5.1.1 Participating as a director, officer, or in any other capacity in the management of a firm which is a supplier of materials or services to King's University College.
 - 5.1.2 Having personal financial dealings with an individual or company whose business with King's University College involves the employee's sphere of responsibilities.
 - 5.1.3 Making an investment in any situation in anticipation of King's University College taking a material interest therein or which results from knowledge of facts not generally available to the

public or in anticipation of actions which may be taken by King's University College in such a situation.

5.1.4 Participating in the hiring, appointment, promotion, or tenure process affecting an immediate relative (i.e., a spouse, parent, in-law, sibling, child, or stepchild) and/or with someone the employee has a relationship with.

5.2. A conflict of interest arises if gifts, gratuities, or favors of any kind are exchanged between employees and any individual or company whose relationship with King's University College involves the employee's sphere of responsibilities.

5.3. This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment. However, employees should never expect any favors and should tactfully discourage the practice.

5.4. Cash payments in any amount must not be accepted or given as a gift or favor under any circumstances.

5.5. A conflict of interest arises if an employee of King's University College accepts outside employment or engages in outside activities which may interfere with the efficient performance of King's University College duties.

5.6. A conflict of interest may arise as a consequence of the regular full-time appointment of an immediate relative to the same department, or to a position such that the responsibilities of one employee directly affect the employment status or the responsibilities of the other i.e. supervisor of family member.

6. Procedures

6.1. If an employee is faced with a situation involving an existing or potential conflict of interest, or is in any doubt about the application of these policies, they must report the circumstances to:

6.1.1 In matters relating to the acquisition of goods and services, the V.P, Finance and Support Services;

6.1.2 in other matters, the Academic Dean or Budget Unit Head.

6.1.3 The V.P, Finance and Support Services, Academic Dean or Budget Unit Head shall: determine that no conflict of interest exists or will exist; or find that a conflict of interest does or will exist, and reach written agreement with the employee(s) involved on the means by which that conflict will be removed or avoided; or refer the case to the Director of Human Resources or President for action.

6.2. In the case of 5.6 above, for a non-academic appointment the Academic Dean or Budget Unit Head recommending the appointment must send a letter requesting approval to the Director of Human Resources. This decision will be made in consultation with the President's' office where appropriate.