



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL POLICY

TOPIC: CONFLICT OF INTEREST

Policy No.	HR-401	Division	Human Resources
Related Policies	HR-408; HR-414; CS-318; CS-321;	Board Policy Ref.	GP-GR-801 & GP-RR-904
Related Procedure	HR-401-PR	Effective Date:	November 4, 2016 (R2)

1.0 DEFINITIONS

Board	Refers to the Board of Governors of the College.
College	Refers to College of the North Atlantic.
Conflict of Interest	A circumstance whereby the personal interests of employees or their family members will benefit or be perceived to benefit as a result of the employee's official position, actions or influences, or when the interests of the College are sacrificed to the benefit of those personal interests.
Employee	Refers to all staff of the College.
Employer	Means the College.
Family member	Means a person who is: <ul style="list-style-type: none">i. the employee's spouse or cohabitating partner;ii. a minor child of the employee, or a minor who is dependent primarily on the employee or the employee's spouse/partner, for financial support;iii. a relative of the employee or the employee's spouse/partner who lives as part of the

employee's household and is primarily dependent upon the employee or their spouse/partner for financial support.

Favouritism	The more favourable treatment of one or more persons at the expense of, or to the detriment of, another for reasons other than work-related skills or other objective and relevant qualifications.
Outside Employment or Interest	Means any activity outside of the duties and responsibilities associated with the employee's position with the College.
Spouse	Means a person to whom the employee is married, unless they have made a separation agreement or their support obligations and family property have been dealt with by a court order.
Staff	Means all management, faculty and support staff of the College.

2.0 PURPOSE AND SCOPE

The College holds itself to the highest ethical standards and sets out this policy so the College and its external constituents can be confident that decisions and actions are made without inappropriate influence of personal interest.

College of the North Atlantic (CNA) acknowledges that employees may be involved in activities that are outside their College responsibilities and encourages employees to keep their knowledge and skills up-to-date. The College also recognizes that there are employees who, either as individuals, or through involvement in companies, can provide services to the College. The College, therefore, recognizes that a conflict of interest may arise in the following areas, not necessarily intended to be all inclusive or exclusive:

- Outside employment;
- Bidding on College contracts for goods, services and consulting work;
- Staffing-related decisions.

This policy and its corresponding procedures, as required by *The College Act, 1996*, and made under the authority of the *Conflict of Interest Act, 1995*, will govern all College employees in their relationship with and activities inside and outside their place of employment.

3.0. POLICY

- 3.1 The College will make the Conflict of Interest policy and related procedures readily available for review by all employees. The *Conflict of Interest Act, 1995* is also available for review on the website of the NL Human Resource Secretariat: (http://www.exec.gov.nl.ca/exec/hrs/working_with_us/policies.html).

It is the duty of every employee to be aware of the *Act* and this College policy and to adhere to their direction.

Employees shall not make or participate in making decisions in their capacity as employees where the employees know or ought reasonably to know that in the making of a decision there is the opportunity to improperly benefit themselves or family members, directly or indirectly.

- 3.2 No conflict should exist, or appear to exist, between the employee's position with the College and any outside employment or interest.
- 3.3 Employees are expected at all times to conduct their affairs in a manner which will not place them in a position where they are or appear to be under obligation to any person or party who might obtain benefit from the fact that they work for the College.
- 3.4 Outside employment and interests on the part of employees may be approved by the College, provided that these activities are consistent with the employees' duties and responsibilities and do not call into question their ability to objectively perform their duties and responsibilities. The first and foremost obligation and allegiance of employees must be to the College, and each employee's position with the College must take precedence over any and all outside employment and interests.
- 3.5 If employees fail to inform the President, through submission of a COI declaration, of a real, apparent or potential conflict of interest, such failure may result in disciplinary action being taken.

4.0 EMPLOYEE RESPONSIBILITY TO DECLARE

- 4.1 Employees shall, immediately upon becoming aware of any activity or change of circumstance which could be a real, potential or perceived conflict of interest, provide the College with a COI declaration and request for clarification as per Procedure HR-401-PR.
- 4.2 At any time upon request, employees shall provide the President with a COI declaration as outlined above.

5.0 PROCEDURE

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	June 17, 1997
Reviewed	February 9, 2011
Revision 1	February 19, 2016
Revision 2	November 4, 2016