

Policy number	GP-19
Policy name	Conflict of Interest
Approved	September 14, 2019
Last reviewed	November 18, 2022
Scheduled review	Q4 2023

POLICY

1. The College expects its employees and representatives¹ to act in ways that preserve and enhance the reputation and business integrity of the College.
2. The College expects its employees and representatives to conduct themselves in a transparent and accountable manner that would bear the closest public scrutiny.
3. Employees and representatives, their spouses, family members, business associates, corporations, or partnerships in which they have an interest or a person to whom they owe an obligation should not have any financial or other interests that could conflict with the discharge of the employee's or representative's official duties.
4. Upon joining the College in the capacity of an employee or representative, the employee or representative, at their own initiative, must disclose in writing any business, commercial or financial interest that could be construed to be a real, potential, or perceived conflict of interest.
5. No conflict should exist or appear to exist between the personal affairs, private interests and activities of employees or representatives and their work at the College. Employees and representatives are under an obligation to manage their affairs so that no conflict or perceived conflict of interest arises.
6. Employees or representatives who hold an outside office or employment should not place themselves in a conflict-of-interest situation or a position which raises doubts about their capacity to perform their College duties in an objective manner.
7. As it pertains to procurement, employees or representatives shall not help any outside entity or organization in any transaction or dealing with the College in any way that contravenes the provisions of this policy.
8. The College maintains a legal interest in the activities of former College employees who, because of their former College association, have privileged and confidential knowledge of College business and operations. No employee or former employee may disclose any privileged or confidential information that is not already in the public domain without seeking explicit permission to do so or is required in the discharge of their duties.

PROCESS

1. Each current or new employee or representative will be required to complete and sign the conflict of interest declaration which acknowledges that they have received and read the conflict of interest policy.
2. During the course of employment or representation, should an employee or representative believe that a real, potential, or perceived conflict of interest has or may arise, they must declare this, as soon as possible, to their supervising College employee or representative.

¹ College representatives include Council or committee members or those under contract with the College.

3. The employee or representative who declared a conflict shall not be present during the discussion or vote in respect of the matter in which the employee or representative has a conflict. They shall not attempt in any way to influence the voting.
4. If an employee or representative becomes interested in a contract or transaction after it is made or entered into, the disclosure shall be made as soon as possible after the employee or representative becomes interested.
5. When it is determined that a real conflict exists, the College will respond within a reasonable time advising of the necessary action to avoid, withdraw from, or otherwise resolve the situation.

DEFINITIONS

Conflict of interest any situation where personal interests of employees or representatives may be incompatible or in conflict with their responsibilities as a College representative. This is inclusive of real, potential, or perceived conflicts of interest.

APPENDICES

Appendix A Conflict of interest declaration

REFERENCES

Algonquin College (2016). *Conflict of interest*. Ontario.

DOCUMENT HISTORY

Date	Action	Rationale
14/12/09	Initial approval	N/A
18/02/11	Review	
08/02/13	Review	
14/09/19	Review and Revision	Update and augment
10/09/21	Review	As scheduled
18/11/22	Review	As scheduled



CONFLICT OF INTEREST DECLARATION

I acknowledge that I have read, understood, and had the opportunity to ask questions about the College of Alberta Denturists' Conflict of Interest policy (GP-19). I undertake to comply with the provisions of this Policy and to confirm, upon request, compliance thereto or to any new version thereof.

I understand that by signing this acknowledgement any prior signed acknowledgement is considered null and void and I have an obligation to declare any interest which may have been subject to prior approval by the College.

I acknowledge that is, at any time after signing this or any subsequent, related document, I become involved in a situation that is possibly, or actually, in conflict of interest with the College, I will immediately, on my own initiative, inform the College of the situation in writing. I recognize that failure to disclose the conflict may have impact on my association with the College.

Signature of employee/representative

Date

Name of employee/representative
(please print)