

Policy Number	8.11
Approval Body	Board of Governors
Policy Officer	Director Human Resources
Approval Date	April 2012

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## 8.11 CONFLICT OF INTEREST

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### ENABLING LEGISLATION + LINKED POLICIES

***BC Human Rights Code***

***Other Laws of General Application***

***Emily Carr University of Art + Design Policies***

4.6 Student Conduct

4.7 Student Complaints

5.1 Ethics in Research

***Collective Agreements (All)***

### OBJECTIVE

The objective of this policy is to describe the commitment of Emily Carr University of Art + Design (University) to identifying, preventing and minimizing situations of Conflict of Interest.

### SCOPE

This policy applies to all University Employees.

### POLICY

1. Employees of the University hold a position of trust. As such there is a general obligation on Employees to avoid situations where their Private Interests may conflict with their duties or responsibilities to the University.
2. Employees must arrange their private affairs and conduct themselves in a manner that avoids Conflicts of Interest.
3. Where an actual or potential Conflict of Interest arises, it must immediately be disclosed by the Employee involved. It may be necessary that the relevant activity be placed on hold pending assessment. The Conflict of Interest will be assessed in a timely, fair and open manner by the University.
4. A violation of this policy is a serious offence, which may result in discipline, up to and including dismissal from the University.
5. Should a Conflict of Interest arise, 8.11.1 Conflict of Interest Procedures should be referenced and applied.

## **DEFINITIONS**

For the purposes of this Policy and 8.11.1 Conflict of Interest Procedures, the following definitions apply:

Adjudicator: means an external person appointed by the President + Vice-Chancellor to hear and decide an appeal of a Conflict of Interest finding.

Conflict of Interest: means an actual perceived or potential situation in which an impartial observer could reasonably question whether actions or decisions taken by an Employee on behalf of the University could be influenced by the Employee's Private Interest(s) to the disadvantage of the University or its stakeholders. In the research context, a Conflict of Interest includes a situation where an Employee's Private Interest(s) may compromise, or have the appearance of compromising, the Employee's professional judgment in conducting or reporting research, in which case 5.1 Ethics in Research Policy shall apply.

Employee: means a person who is employed by the University and includes all faculty, staff and administrators.

Personal Interest: means an interest that arises from an Employee's relationship with a Related Person.

Private Interest: means a private, financial or personal interest and includes a Personal Interest.

Related Person: means a person who is, or within the previous five (5) years has been:

- i. related to the Employee by blood, adoption, marriage or common-law marriage;
- ii. a close personal friend of the Employee; or
- iii. in an amorous or intimate (including but not limited to sexual) relationship with the Employee.

Student: means a person enrolled, or applying to be enrolled, in a course or program offered by the University.

## **POLICY SUPPORTS**

### 8.11.1 Conflict of Interest Procedures