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Conflict of Interest Policy for Faculty Members' Academic Responsibilities

Purpose

Faculty and Staff have a primary professional obligation to act in the best interests of ACATCM; their primary professional commitment of time and intellectual energies is expected to be toward supporting the College's mission. The purpose of this policy is to provide a guideline towards being free of conflict of interests.

Scope

This policy includes all faculty and staff.

Policy

Conflict of Commitment

A Conflict of Commitment occurs when a Staff or Faculty member's professional loyalty is not to ACATCM because the time devoted to outside activities adversely affects their capacity to meet Colleges' responsibilities. Attempts to balance ACATCM responsibilities with outside activities – such as consulting, public service, or pro bono work – can result in conflicts regarding allocation of time and energy. Conflicts of Commitment usually involve issues of time allocation. Whenever a faculty members outside a activities interferes with their roles and responsibilities.

Conflict of Interest

Considerations of personal gain must not influence the decisions or actions of individuals in discharging their College responsibilities. Such incentives might create a perception of impropriety and, therefore, require that such conflicts be identified, and then managed, reduced, or eliminated.

1. Any Conflict of interest will be disclosed and managed in a fair, open, and practical manner.
2. In the event of a conflict-of-interest, ACATCM will investigate how the conflict of interest occurred. The Policy and Planning Committee can advise on the investigation.
3. Faculty and Staff are required to disclose in writing, in accordance with the Procedure for Conflict of Interest, any actual, potential or perceived Conflict of Interest so that it may be assessed by the Advisory Council, and, when appropriate, managed. The College can determine whether it believes the

ACATCM members can proceed despite any conflict, in which case the ACATCM members will receive a written authorization from the Personnel Administration Committee comprised of the Director of Finance and Human Resources, Vice-President of Academic Affairs, and President. However, until the ACATCM members receive such a written approval, the ACATCM members may not proceed with any “conflict of interest.

4. If a written approval is granted to the ACATCM Member, a developed, detailed plan on how to proceed will be agreed upon and be signed by the Director of Finance and Human Resources, Vice-President of Academic Affairs, or the President and Academic Member
5. In the event the conflict of interest is not able to withstand reasonable scrutiny steps will be taken to eliminate the conflict of interest. The Director of Finance and Human Resources, Vice-President of Academic Affairs, or the President will make a decision and provide written notice to the Academic Member stating such steps;
6. Human Resources and the Policy and Planning Committee will retain documents referencing this procedure; and
7. All faculty are encouraged to report any potential conflict of interest to Human Resources.

The following activities are examples of situations that may raise questions regarding an apparent or real Conflict of Interest:

- a. Undue personal gain from College funds or resources;
- b. Exploitation of students for private gain;
- c. Compromise of College priorities due to personal financial considerations;
- d. Placing personal interest or private interest before the interest of ACATCM.
- e. Acting in self-interest or further private interests by virtue of their position or fulfilling college responsibilities;
- f. Partake in decisions that result in a Conflict of interest;
- g. Influence or seek to influence a college decision if doing so results in a Conflict of interest;
- h. Use information obtained through their responsibilities to the College and not publicly available, to obtain private benefit for themselves, related persons, or related entities.