



Human Resources

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- iii. a 'for-profit' private corporation of which the individual is the beneficial owner of shares in the corporation, except:
 - 1. an association as defined in the _____ ;
 - 2. a credit union incorporated under the _____ ;
 - 3. a co-operative credit society incorporated by or under an Act of the parliament of Canada; or
 - 4. the United Farmers of Alberta Cooperative Limited;
- iv. a non-profit corporation or an association of which the individual is a director or officer; and
- v. a partnership of which the individual is a partner or of which one of the partners is a Related Entity of the individual by reason of clause (i),(ii), (iii) or (iv) above.

j)

The Dean will assess the Conflict of Interest and determine whether:

- a) there is a Conflict of Interest;
- b) the Conflict of Interest may be managed as an allowed Conflict of Interest; or
- c) the Conflict of Interest is not able to withstand reasonable and independent scrutiny.

If the Dean determines that there is not a Conflict of Interest, the Dean will indicate in writing that there is no Conflict of Interest.

- c) the Conflict of Interest is not able to withstand reasonable and independent scrutiny.

If the Manager determines that there is not a Conflict of Interest, the Manager will sign the Conflict of Interest Disclosure Form indicating that there is no Conflict of Interest.

If the Manager determines that there is a Conflict of Interest that may be managed, the Manager will work with the Employee, Appointee or Volunteer Appointee to determine an appropriate conflict management plan.

Details of the conflict management plan will be documented and signed by the Manager and the Employee, Appointee or Volunteer Appointee.

If the Manager determines that there is a Conflict of Interest that cannot be appropriately managed, the Employee, Appointee or Volunteer Appointee will be required to take steps to eliminate the Conflict of Interest. The steps taken to eliminate the Conflict of Interest will be documented on the Conflict of Interest Disclosure Form.

If a Manager has a financial or personal interest in the Conflict of Interest being assessed the Conflict of Interest Disclosure Form will be assessed by the next appropriate senior reporting officer or the Chair of the Board of Governors, as applicable.

The Manager will keep all records required by this procedure in accordance with University document retention rules.

The Manager will administer or delegate the implementation and ongoing monitoring of the conflict management plan.

Employees and Appointees may have additional conflict of interest obligations and

April 15, 2017	Effective.
July 1, 2019	Revised.
January 1, 2020	Editorial Revision. Updated format and links.
September 19, 2022	Editorial Revision. Updated titles.