

**Mount Saint Vincent University**  
**MPA, NSGEU, IUOE, Senior Administration**  
**Conflict of Interest Policy**

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**Policy Statement**

The University expects its employees to conduct themselves in an ethical and professional manner. Mount Saint Vincent University further expects that, in the context of their positions, employees will make decisions in the best interests of the University. Employees are expected to assure the prudent management of the University's resources.

Employees of the University are likely to have many affiliations in their communities, both on a professional, business, and a personal basis, so it is not unusual for actual or potential conflicts of interest to arise. Any financial, personal or other transaction which would cause, or be perceived to cause, a conflict with the interests and purpose of Mount Saint Vincent University, or which would impair, or appear to impair, an employee's integrity or objectivity in relation to their position, must be avoided.

Consideration will be given to the tenets of Equity, Diversity, Inclusion and Accessibility as they relate to the implementation and promotion of the Board of Governors Conflict of Interest Policy and its associated guidelines.

The following may be considered examples of conflict of interest:

- I. When the personal or professional concerns of an employee affect their ability to put the welfare of the University before personal benefit.
- II. When an employee accepts gifts, gratuities, or favours from a firm or corporation engaged in or wishing to engage in transactions with the University, except in the case of customary gifts of a purely nominal value.
- III. When an employee or a member of their family (parents, spouse and children) has a direct or indirect financial interest in any matter under consideration by the University or in any contract to be entered into by the University.

**Process**

The following shall apply when considering situations of real or apparent conflicts of interest:

- I. When an employee, or a member of their family has any interest, directly or indirectly, in any contract, transaction, proposed contract or proposed transaction under consideration by the University and is part of the decision-making process involved, the employee should disclose to the person with authority for that decision, clearly stating what the real or perceived conflict may be. This disclosure should be made as soon as possible and no later than any meeting or at any point in the decision-making process in which the member participates and during which the matter is to be considered.
- II. If the person in authority for the decision is the person with the real or perceived conflict, they must report it to the next level of authority.
- III. The person(s) with authority for the decision, or the next level of authority, will rule on the real or perceived conflict of interest.
- IV. An employee must voluntarily withdraw from the portion of the meeting at which the matter is to be considered.
- V. An employee is to refrain from participating in or influencing the decision, except to clarify facts, if requested to do so by the person with the authority for the decision.
- VI. Employees are *not* permitted to discuss or vote on any matters relating to terms of employment, benefits, rights, or privileges available to employees.

An employee found in violation of this policy may be subject to disciplinary action.

Approved by HRGC March 4, 2016

Approved by Board of Governors April 21, 2016 (Consent Agenda)

Approved by HRGC March 19, 2018

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