

# AURORA COLLEGE

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## **POLICY**

Aurora College requires staff to disclose the existence of relationships that may be perceived as a conflict of interest.

## **PRINCIPLES**

1. Aurora College recognizes the importance of equitable treatment of all College community members in situations where a conflict of interest arises. (see Definition)
2. The College believes that staff and students should conduct themselves in a professional manner.
3. The College recognizes that relationships may occur in northern communities because of their size and location.
4. The College recognizes that personal relationships between staff and students or staff and staff may be perceived as creating an advantage for one of the parties.
5. The College believes that in cases where an imbalance of power or authority is perceived to exist, a conflict of interest may arise.

## **PROCEDURES**

1. If a staff member is aware that s/he is in a relationship that may be perceived as a conflict of interest, s/he will disclose the existence of the relationship to his/her direct supervisor.
2. If a staff member has business/employment outside the College he/she must notify his/her direct supervisor.
3. Upon disclosure, the direct supervisor shall review the situation and determine if a perceived conflict of interest does exist. (see Definition)
4. Where the direct supervisor determines that a perceived conflict of interest exists, s/he shall make recommendations to the President/Director to resolve the conflict of interest or take steps to manage the situation.

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**NOTE:**

Purchase of goods or services will not be permitted with any spouse or direct family member of an employee of Aurora College unless proper tendering has taken place by a trained employee who does not have a conflict of interest and approval of the President has been obtained.