

## POLICY STATEMENT

Policy Name	<b>Conflict of Interest</b>		
Policy #	<b>F.04</b>	Category	<b>Human Resources</b>
Approving Jurisdiction	<b>Board of Governors</b>	Replaces	<b>1999-01</b>
Administrative Responsibility	<b>President's Office</b>	Version	<b>2024-04-01</b>
		Next Review Date	<b>TBD</b>

See the related **PROCEDURES** ([link to be added when posted](#))

### PURPOSE

The purpose of this policy is to aid members of the Aurora College Community in identifying and mitigating any situations that could lead to conflicts of interest.

### SCOPE AND LIMITS

All members of the Aurora College Community.

### POLICY STATEMENT

The Aurora College Community is expected to act with integrity and support the institution's mission, values, and goals; and avoid circumstances that may place them in an actual, perceived/apparent, or potential conflict of interest. This includes, but is not limited to:

- personal relationships;
- gift giving and receiving;
- political and outside of work activity; and
- privacy and confidentiality of information gained while employed.

### GUIDING PRINCIPLES

1. The reputation of Aurora College for honesty and integrity among its community is key to its success.
2. Aurora College recognizes the importance of equitable treatment of all Aurora College Community members in situations where a conflict of interest arises.

3. Aurora College Community members should disclose the existence of relationships and situations that may result in a conflict of interest.
4. Aurora College Community members should not use their position to pursue or to advance their own personal interests, the interests of a related person or related entity, or the interests of a person to whom the Member owes an obligation, or influence decisions in any way to their advantage.
5. Aurora College Community members should not directly or indirectly benefit from a transaction with the College over which the Member can influence decisions made by the College
6. Aurora College recognizes that personal relationships between Aurora College Community members may occur in Northern communities because of their size and location.
7. Personal relationships between members of the Aurora College Community may be perceived as creating an advantage for one of the parties. Furthermore, in cases where an imbalance of power or authority is perceived to exist, a conflict of interest may arise.
8. Members of the Aurora College Community are expected to evaluate potential conflicts of interest on a regular basis and may be asked to periodically reaffirm their commitment to remain free of any conflict of interest.

## DEFINITIONS

**Conflict of Interest:** A situation arising between two or more parties (e.g. staff/student; student/student; staff/staff; staff/business contact) in which one or more of the parties is/are placed in a beneficial or detrimental position because of a personal, professional, or business relationship.

A conflict of interest may be:

- Actual Conflict of Interest – a situation in which an employee has a private or personal interest that influences the employee in the exercise of their College duties and responsibilities.
- Potential Conflict of Interest – a situation in which an employee has a private or personal interest that could influence the exercise of their College duties and responsibilities.

- Perceived/Apparent Conflict of Interest – a situation in which reasonable, well-informed persons would believe that an employee will be influenced in the performance of their duties by considerations relating to their private or personal interest.

**Aurora College Community:** Includes any person who is an Aurora College student or an Aurora College official, including instructional and non-instructional staff, volunteers, contractors, and members of the public who hold positions on Aurora College councils and committees such as the Board of Governors, Indigenous Knowledge Holders Council, Research Advisory Council, and Curriculum Review Committees.

#### **RELATED POLICIES/PROCEDURES/DOCUMENTS**

A.02 Code of Ethics

F.04.1 Conflict of Interest Procedure

Outside Activity Request Form

Outside Activity Requests - Internal Process

[Code of Conduct for the Government of the Northwest Territories Public Service](#)  
[GNWT IB 765.02 Accepting Hospitality and Gifts](#)

#### **APPLICABLE LEGISLATION**

N/A

#### **DOCUMENT HISTORY**

Date	Update
1997 -02	New policy issued
1998-06	Policy revised. Policy & Planning Motion #40-1998. Board of Governors Motion #107-1998. Implemented January 1999.
2024-02-23	Policy revised. Board of Governors Motion #BOG09-2024. Implemented April 1, 2024.

## **APPENDIX A**

Conflicts of interest can come in many forms. The following scenarios are provided as illustrations. This is not an exhaustive list.

- Entering into a contract with a supplier with whom an employee or one of their related persons has a personal interest or relationship;
- Cohabitation between staff and students who are working together on a professional level;
- Purchasing or influencing the purchase of goods and services for Aurora College from a supplier with whom an employee or one of their related persons has a personal and/or financial interest;
- Accepting significant gifts or special favours for personal gain from suppliers or organizations with which Aurora College does business;
- Hiring Aurora College vendors for personal work without filing a disclosure statement and receiving the appropriate approval;
- Receiving payment from an outside source for work that is part of an employee's duties and responsibilities;
- Influencing a related person's admission to Aurora College or academic grades once a student at Aurora College. Participating in the decision to award scholarships, bursaries, or other similar activities a related person may register for while attending Aurora College;
- Selection of textbooks or other instructional aids for a course that is based on an employee's personal interest;
- Unauthorized use of Aurora College's resources or facilities to benefit a private matter in which the employee has a personal interest;
- Disclosing information; sharing technology; or selling, licensing and/or distributing proprietary research and intellectual property without the appropriate authorization;
- Undertaking external consulting activities, which prevents an employee from fulfilling their obligations to Aurora College due to the time commitment involved;
- Failure to file an Outside Activity Request Form and obtain the appropriate approval for professional activities as required by this policy, and
- Disposing of Aurora College's assets for personal and financial benefit.