



One University. One World. Yours.

Name:	Procurement – Conflict of Interest
Policy Number:	4-1009
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 August 1994 1 September 2007

Faculty and staff have the responsibility to recognize potential conflicts of interest and prevent them. The use of official position and influence for personal, family or associate gain is unacceptable and is in direct opposition to University policy.

Employees are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the University. An employee who is about to assume or becomes aware of a business relationship that might involve a conflict of interest must immediately inform his/her supervisor of the circumstances. This information is then to be reviewed by the appropriate Vice President for a decision as to whether a conflict of interest exists, and if so, what course of action is to be taken. Examples of a conflict of interest may include, but are not necessarily limited to, situations where an employee:

1. has an outside interest(s) that encroaches on time or attention which should be devoted to the affairs of the University
2. has a direct or indirect interest in, or relationship with, an outsider who is inherently unethical

3. has an interest or relationship with an outsider such that the interest may render the employee partial towards the outsider for personal reasons or otherwise inhibit the impartiality of the employee's business judgement
4. has an interest or relationship with an outsider, whether implied or construed, which may make personal gain possible so as to influence the employee's dealings
5. takes personal advantage of an opportunity that properly belongs to the University
6. purchases goods or services from themselves or a close relative (See [4-1005 Procurement – Purchases From Employees](#))