



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL POLICY

TOPIC: CONFLICT OF INTEREST

Policy No.	HR-401	Division	Human Resources
Related Policies	HR-408; HR-414; CS-318; PA-601;	Board Policy Ref.	GP-GR-801 & GP-RR-904
Related Procedure	HR-401-PR	Effective Date:	November 16, 2023 (R3)

1.0 DEFINITIONS

Conflict of Interest	A circumstance whereby the personal interests of employees or their family members will benefit or be perceived to benefit as a result of the employee's official position, actions or influences, or when the interests of College of the North Atlantic are sacrificed to the benefit of those personal interests.
Employee	Refers to all management, faculty, and support staff of College of the North Atlantic.
Family member	A person who is: <ul style="list-style-type: none">i. the employee's spouse or cohabitating partner;ii. a minor child of the employee, or a minor who is dependent primarily on the employee or the employee's spouse/partner, for financial support;iii. a relative of the employee or the employee's spouse/partner who lives as part of the employee's household and is primarily dependent upon the employee or their spouse/partner for financial support.
Favouritism	The more favourable treatment of one or more

persons at the expense of, or to the detriment of, another for reasons other than work-related skills or other objective and relevant qualifications.

Outside Employment
or Interest

Any activity outside of the duties and responsibilities associated with the employee's position with College of the North Atlantic.

Spouse

A person to whom the employee is married, unless they have made a separation agreement or their support obligations and family property have been dealt with by a court order.

2.0 PURPOSE AND SCOPE

The College of the North Atlantic (CNA) holds itself to the highest ethical standards and sets out this Conflict of Interest Policy (the Policy) so CNA and its external constituents can be confident that decisions and actions are made without inappropriate influence of personal interest.

CNA acknowledges that employees may be involved in activities that are outside their CNA responsibilities and encourages employees to keep their knowledge and skills up-to-date. CNA also recognizes that there are employees who, either as individuals, or through involvement in companies, can provide services to CNA. CNA, therefore, recognizes that a conflict of interest may arise in the following areas, not necessarily intended to be all inclusive or exclusive:

- Outside employment;
- Bidding on CNA contracts for goods, services, and consulting work; and
- Staffing-related decisions.

This Policy and its corresponding procedures, as required by *The College Act, 1996*, and made under the authority of the *Conflict of Interest Act, 1995*, will govern all CNA employees in their relationship with, and activities inside and outside, their place of employment.

3.0. POLICY

- 3.1 CNA will make the Policy and related Procedures readily available for review by all employees. The *Conflict of Interest Act, 1995* is also available for review on the website of Government's Treasury Board Secretariat:
(http://www.exec.gov.nl.ca/exec/hrs/working_with_us/policies.html).

It is the duty of every employee to be aware of the *Act* and this Policy and to adhere to their direction.

Employees shall not make or participate in making decisions in their capacity as employees where they know, or ought reasonably to know, that in the making of a decision there is the opportunity to improperly benefit themselves or family members, directly or indirectly.

- 3.2 No conflict should exist, or appear to exist, between the employee's position with CNA and any outside employment or interest.
- 3.3 Employees are expected at all times to conduct their affairs in a manner which will not place them in a position where they are, or appear to be, under obligation to any person or party who might obtain benefit from the fact that they work for CNA.
- 3.4 Outside employment and interests on the part of employees may be approved by CNA, provided that these activities are consistent with the employees' duties and responsibilities and do not call into question their ability to objectively perform their duties and responsibilities. The first and foremost obligation and allegiance of employees must be to CNA, and each employee's position with CNA must take precedence over any and all outside employment and interests.
- 3.5 If employees fail to inform the President, through submission of a Conflict of Interest (COI) declaration, of a real, apparent, or potential conflict of interest, such failure may result in disciplinary action being taken.

4.0 EMPLOYEE RESPONSIBILITY TO DECLARE

- 4.1 Employees shall, immediately upon becoming aware of any activity or change of circumstance which could be a real, potential, or perceived conflict of interest, provide CNA with a COI declaration and request for clarification as per Procedure HR-401-PR.
- 4.2 At any time, upon request, employees shall provide the President with a COI declaration as outlined above.

5.0 PROCEDURE

The Associate Vice President of Human Resources in consultation with the General Counsel shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	June 17, 1997
Reviewed	February 9, 2011
Revision 1	February 19, 2016
Revision 2	November 4, 2016
Revision 3	November 16, 2023