

# Conflict of Interest: Policy for Administrative Staff

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# Conflict of Interest at the University (COI)

The University's Conflict of Interest Policies and Guidelines exist to offer direction and guidance on what constitutes a conflict of interest or perceived conflict of interest in the context of the University and how to manage these inevitable situations.

# COI Statement, Policies, and Guidelines

## Faculty and Librarians

- *Policy on Conflict of Interest – Academic Staff*
- *Policy on Conflict of Interest – Librarians*
- *Guideline on Conflict of Interest and Close Personal Relations*

## Everyone

- *Governing Council Statement on Conflict of Interest and Conflict of Commitment*
- *Procurement Policy* [references Conflict of Interest]
- *Policy on Sexual Violence and Sexual Harassment*

## Administrative Staff

- ***Policies for Professionals and Managerial Staff*** [Section on Conflict of Interest]
- ***Policies for Confidentials*** [Section on Conflict of Interest]
- ***Policies for Senior Research Associates and Research Associates*** (Limited Term) [Section on Conflict of Interest]

# Policy on Conflict of Interest – Administrative Staff

## Current Framework

- No omnibus Policy that applies to all administrative staff:
  - Non-union staff have COI referenced in employment policies
  - Unionized staff are subject to the principles but nothing is explicitly stated

## New Framework

- Omnibus policy applies to all administrative staff, similar to application of existing faculty and librarian COI policies to each respective group
- Outlines responsibilities for staff, managers, and HR in managing conflicts of interest
  - Staff must disclose COI
  - Managers must work with HR to manage COI
- Supplementary Guideline being developed to provide examples of COIs, strategies on how to manage COIs, and outlines steps for making a declaration

# Policy on Conflict of Interest - Administrative Staff (continued)

- Business Board approval required to **remove** standalone Conflict of Interest sections:
  - Policy 3.01.10 from Professional/Managerial employment policies
  - Policy 3.01.11 from Confidentials employment policies
  - Policy 3.01.13 from Senior Research Associates & Research Associates (Limited Term) employment policies
- Business Board approval to **create** new policy:
  - *Policy on Conflict of Interest – Administrative Staff*

# Questions?

