

**FUTURE EMPLOYMENT RESTRICTIONS:
SENIOR MANAGEMENT EMPLOYEES**

University Policy No.: GV0240
Classification: Governance
Approving Authority: Board of Governors
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PURPOSE

- 1.00 The purpose of this Policy is to promote transparency, reduce the incidence and impact of real, perceived or potential conflicts of interest and provide for visibility and consistent application of measures to prevent and deal with conflicts of interest in situations where senior management employees are offered or have accepted employment with Outside Entities.

DEFINITIONS

For the purposes of this policy:

- 2.00 **Senior Management Employee** means a person employed by the University as President, Vice President, or Associate Vice President; and
- 3.00 **Outside Entity** means a person or entity other than a public sector employer as defined in Section 1 of the *Public Sector Employers Act*.

SCOPE

- 6.00 This policy applies to all persons employed by the University as President, Vice President, or Associate Vice President.

POLICY**7.00 Before Leaving the University:**

- 7.01 A Senior Management Employee must not allow him/herself to be influenced in carrying out the Senior Management Employee's employment responsibilities with the University, by prospects for or for an offer of:
- a) employment as an employee of an Outside Entity, or
 - b) remuneration or other reward from an Outside Entity for doing anything for it in a capacity other than as an employee of the Outside Entity.

- 7.02 A Senior Management Employee must immediately disclose to the President and to the Associate Vice President, Human Resources:
- a) any offer described in paragraph 7.01 above, if the offer does or could place the Senior Management Employee in a conflict of interest situation, or
 - b) the Senior Management Employee's acceptance of any offer described in paragraph 7.01 above
- 7.03 After assessing the disclosure provided in 7.02 above, the President, or the Board of Governors if the Senior Management Employee is the President, will inform the Senior Management Employee if the future employment opportunity could place the senior manager in a real, perceived or potential conflict of interest, and the steps that will be taken to address that conflict of interest.

8.00 After Leaving the University:

- 8.01 The following is a condition of each Senior Management Employee's employment with the University. If the Senior Management Employee had substantial involvement in dealings with an Outside Entity on behalf of the University at any time during the year immediately preceding the end of the Senior Management Employee's employment with the University then, for one year after the end of the Senior Management Employee's employment, the Senior Management Employee must not:
- a) accept an offer of employment with, an appointment to the board of directors of, or a contract to provide services to, that Outside Entity, or
 - b) provide consulting or other services to that Outside Entity, in connection with its dealings with the University.
- 8.02 The President, or the Board of Governors if the Senior Management Employee is the President, may reduce a Senior Management Employee's one-year restriction, upon application, after considering the following:
- a) the circumstances under which the Senior Management Employee's employment ended;
 - b) the Senior Management Employee's general employment prospects;
 - c) the significance to the University of information the Senior Management Employee possessed by virtue of the Senior Management Employee's position with the University;
 - d) the desirability of a rapid transfer of the Senior Management Employee's skills to an employer other than the University;
 - e) the degree to which the new employer might gain unfair commercial advantage by hiring the Senior Management Employee;

- f) the authority and influence the Senior Management Employee possessed while employed by the University; and
- g) the disposition of other cases.

8.03 The decision of the President, or the Board of Governors if the Senior Management Employee is the President, on the application to reduce the Senior Management Employee's one-year restriction shall be issued in writing within ten (10) working days of receipt of the application.

8.04 If the President reduces the one-year restriction for a Vice President, the President shall report the change to the Board of Governors at the next regularly scheduled meeting.

AUTHORITIES AND OFFICERS

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Finance and Operations
- (iii) Procedural Authority: Vice-President Finance and Operations
- (iv) Procedural Officer: Associate Vice President, Human Resources

RELATED POLICIES AND DOCUMENTS

[Conflict of Interest and Confidentiality \(GV0210\)](#)