

**CONFLICT OF INTEREST IN
EMPLOYMENT PRACTICES**

University Policy No.: HR6200
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: May/79
Supersedes: April/74
Last Editorial Change:
Mandated Review:

Note: This policy no longer applies to employees of the University whose terms and conditions of employment are governed by the Framework Agreement.

1. All members of the University shall make every reasonable effort to avoid conflicts of interest wherever they may arise, in accordance with standards of fairness, decency, and good sense.
 2. The University will take every precaution to guard against favouritism in hiring. Members of the institution must be scrupulously fair and honest in assuring that positions are well advertised and that appointments are offered always to the best-qualified candidates.
 3. If a potential conflict of interest is identified in the hiring process, the President may, at the President's discretion, refer the matter to an *ad hoc* review committee of disinterested senior faculty or staff members (as appropriate) to ensure that there has been no favouritism.
 4. As a normal practice, the University will not employ close relatives in a situation where one must exercise administrative authority over the other. Exceptions may be made for limited term appointments, such as departmental chairships, if one of the related colleagues is identified as the outstanding candidate for the limited term position.
 5. If a faculty or staff member is involved in any committee charged with reviewing such matters as appointment, re-appointment, promotion, tenure, salary, discipline, etc., and if the case of any close relative of such a committee member comes before that committee, then the faculty or staff member must withdraw from the committee's deliberations as it affects such a case.
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