



CONFLICT OF INTEREST

Policy No. 4.5

Type of Policy: Governance

Effective Date: February 2019

Last Revised: July 2013

1. Policy Intent

Employees/Elected Representatives are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of ACADSA or its members.

2. Policy Statement

2.1 Definition

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's or elected representative's judgment in acting in the best interest of the Association or its members. It includes using an employee's or elected representative's position, confidential information, corporate time, materials or facilities for expectation of, and/or actual private gain or advancement. A conflict may also occur when an interest benefits any member of the employee's or elected representative's family, friends or business associates.

2.2 Conditions

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by the policy.

- Employees and elected representatives are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's or elected representative's family, their friends or business associates.
- Employees and elected executive representatives are not eligible for Students' Association administered or funded awards
- All other elected and/or appointed representatives are eligible for Students' Association administered or funded awards so long as they are not on the jury that evaluates the submissions
- Jury members are not eligible to receive or be accepted to participate in the award or programming that their jury determines
- Executive officers may participate in Students' Association programming so long as all proper procedures are followed



3. Scope

This policy applies to all employees, and elected or appointed representatives.

4. Definitions

Association	Refers to the Alberta University of the Arts Students' Association
Executive Representative	Refers to an elected member of the Executive Committee
Other Representatives	Refers to any of the following positions: SLC, Neutral Facilitator, Chief Returning Officer, Board of Governors student member, General Faculties Council student member, committee members at large
SLC	Refers to the Student Leadership Council
University	Refers to the Alberta University of the Arts

5. Forms and Documents

Title	Link
Code of Conduct and Conflict of Interest	
Elected/Appointed Contract	
SLC Representative Position Description	
Executive Committee Job Descriptions	

6. Responsibilities

6.1. Executive Director

The major responsibilities of this position are to prepare any required documents as mentioned above, to ensure that all representatives and employees understand the outlined contents, and to comply with all regulations as set out in the policy..

6.2. Representative

The major responsibilities of this position are to comply with all regulations as set out in the policy.

6.3. Employee

The major responsibilities of this position are to comply with all regulations as set out in the policy.



7. Enforcement

- Failure to comply with the aforementioned regulations may result in disciplinary action up to and including removal or dismissal from the position

8. Related Information

Resource	Link
Governance Policies	

9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-07-04	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted