

CODE OF CONDUCT POLICY

POLICY

The Centennial College Student Association Inc. (CCSAI) and its employees/affiliates are expected to exercise honesty, integrity and diligence in their duties. This includes a responsibility to avoid interests, activities or influences, which might conflict with these obligations, either directly or indirectly. This type of conflict, generally termed "conflict of interest", refers to a situation in which an employee's/affiliate's private interest or personal consideration may affect or be detrimental to the employee's/affiliate's independent judgment in acting in the best interest of the CCSAI.

PROCEDURE

It is difficult to define every circumstance that could cause conflict of interest or represents unacceptable practice. The Association must depend, to a large extent, on the sound judgment and moral integrity of its employees/affiliates in assessing such situations. Where doubt or questions arise, the situation can and should be resolved by making the issue known to their supervisor.

The following are some examples of activities that place employees/affiliates in a position of conflict or constitute unacceptable practice:

- a) engaging in any business or transaction or having a financial or other personal interest that is incompatible with the discharge of their responsibilities or is in conflict with the interests of the CCSAI
- b) placing themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or who might seek, in any way, preferential treatment
- c) giving preferential treatment to relatives, personal friends, or to organizations in which they or their relatives or personal friends have an interest, financial or otherwise
- d) placing themselves in a position where they could derive any direct or indirect benefit or interest from any contracts about which they can influence decisions
- e) benefiting or attempting to benefit from the use of information acquired during the course of their official duties, which is not generally available to the public
- f) engaging in any outside work or business undertaking:
 - holding or becoming employed by Centennial College in any capacity
 - holding or becoming employed by any facility tenant
- g) using or lending property of any kind, for activities not associated with the discharge of their job

CODE OF CONDUCT POLICY (cont'd.)

- h) releasing to unauthorized persons information, such as information relating to personnel matters, matters under negotiation or litigation or potential litigation, to which they have access only by virtue of their employment, where the release of the information could be prejudicial to the interests of the CCSAI or could infringe on the right to privacy of others.

When in doubt about a particular situation, interpretation should be sought. If it is felt that a conflict exists or may develop, the situation shall be made known to the CEO/Executive Director. After considering the situation, the CEO/Executive Director shall give a decision to the employee in writing.

- a) If it is decided that no conflict or potential conflict exists (or that because it has been revealed, a minor conflict may be tolerated) the employee/affiliate is advised to proceed. On the other hand, if it is decided there is a conflict or potential conflict of interest, the statement will outline procedures to be followed.
- b) If it is decided that a conflict of interest exists, the employee/affiliate may be terminated from their position.
- c) Similar procedures should be used with regard to the issue of information.

APPLICATION AND ENFORCEMENT

This policy embodies the standard of conduct required by the CCSAI of all employees/affiliates.

Employees/affiliates who knowingly fail to reveal or falsely report interests of relationships or engage in potentially conflicting activities or other unacceptable behaviour as outlined in this code, are subject to disciplinary action and dismissal.

All managers are responsible for ensuring that this code of conduct is made available to and understood by all employees/affiliates.

The President and the CEO/Executive Director shall address any violation.

Violations may cause suspension or removal from the Board or termination of employment.