



## POLICY STATEMENT

Policy Name	<b>Conflict of Interest</b>		
Policy #	<b>704</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>Associate Vice President, Human Resources</b>	Previous Revision Date	<b>November 7, 2012</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>February 7, 2019</b>
Procedures Approved by	<b>CFO &amp; Vice President, Administrative Services</b>	Review Date	<b>February 2024</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to assist employees in identifying potential areas of conflict, and provide a procedure by which conflicts are disclosed and managed. It is not intended to replace other Saskatchewan Polytechnic policies or interfere with current collective agreements or legislation, including the rights and obligations specified therein, but is intended to be read in conjunction.

### SCOPE

This policy applies to all persons employed by Saskatchewan Polytechnic and those students acting in an official capacity within the organization. For the purposes of this policy, such students shall be considered to be included in any reference to employees contained herein.

### GUIDING PRINCIPLES

Saskatchewan Polytechnic supports the right of employees to be involved in community projects and activities as citizens of the community. However, employees must bear in mind that Saskatchewan Polytechnic is entrusted with the protection of public interest in many significant areas of the provincial education system. In light of the importance of this trust, it is essential that employees avoid situations that might result in actual or apparent conflicts of interest and that transparency is promoted.

### POLICY

Saskatchewan Polytechnic employees must conduct themselves with the highest ethical standards of honesty, integrity and impartiality, and are required to immediately disclose, and subsequently resolve, any actual or potential conflicts of interest resulting from activities in which they are engaged.

### DEFINITIONS

Conflict of Interest:

A situation in which a person, whether for themselves or some other person, attempts to promote a private or personal interest which results, or could appear to result in:

- an interference with the objective exercise of Saskatchewan Polytechnic duties or obligations; or
- a gain, benefit, or advantage of a financial or personal nature, or otherwise, by virtue of his/her official capacity with Saskatchewan Polytechnic.

**RELATED POLICIES/DOCUMENTS**

Applied Research Integrity 1101  
Appropriate Use of Information Technology Services 801  
Code of Conduct 703  
Gift Acceptance 202-G  
Procurement 413-G

**APPLICABLE LEGISLATION OR REGULATIONS**

*n/a*