

Number: HR3

Section: Human Resources

Responsibility of: Ombudsperson/President

Purpose: To provide guidance to the Board in when a conflict of interest arises.

Scope: This policy applies to the Board of Directors' of the Student Union, employees and any committee under the direction of the AUSU Board.

Policy:

- a. A conflict of interest arises when a current member of the Board or any Committee of AUSU has or could be seen to have an opportunity to use the authority, knowledge, or influence derived from his or her position to benefit improperly the member or another person. Such situations include, but are not limited to, the following:
 - i. Participating as a Director, Officer, or in any other capacity as a manager in the management of a firm which is a supplier of materials or services to AUSU; or
 - ii. Having personal financial dealings with an individual or company whose business with AUSU involves the member's sphere or responsibility; or
 - iii. Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child or step-child).
- b. In any AUSU member of employee should be faced with a situation involving an existing or potential conflict of interest, or should be in doubt about the application of these policies, she or he shall report the situation to the President, the Chair of the Board, or Chair of the relevant Committee, as appropriate. The disclosure of the potential conflict of interest may be given orally or in writing.
- c. On hearing of a potential conflict of interest, the presiding officer listed above shall either determine that no conflict of interest exists or will exist or find that a conflict of interest exists and reach an agreement with the members involved by which that conflict can be removed or avoided.
- d. Possible courses of action to be taken in the event that the presiding officer declares there is a conflict of interest include, but are not limited to:
 - i. Requiring the individual to abstain from discussion on the issue; or
 - ii. Requiring the individual to abstain from voting on the issue and requesting that the abstention be noted in the minutes; or

- iii. Asking that individual to excuse herself/himself from any meeting during which the conflict arises; or
 - iv. Requiring the individual to withdraw from the activity or situation in which the conflict arises.
- e. Any member of the Board having an interest in any matter before the Board other than the interest of AUSU whether or not it is in conflict, whether a pecuniary interest or otherwise, whether directly or indirectly, shall, if present at the meeting at which the matter is considered, declare such interest before the Board. The Recording Secretary shall record all such declarations.
- f. A general notice that a member of the Board is a member of any specified partnership, firm, company or corporation, shall be sufficient disclosure whether or not the interest of the member is nominal or consists of the holding of a qualifying share or shares, and after such general notice, it shall also be necessary to give separate notice relating to any particular transaction with such partnership, firm, company or corporation.
- g. When notice of interest has been given by a member of the Board, either general or with respect to a particular matter, any such member must abstain from voting and debate upon any motion or on any matter in which she or he has such interest. The Recording Secretary shall record all such votes.
- h. A Board member having an actual or potential conflict of interest with respect to a matter before the Board shall forthwith disclose it to the membership and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the corporation, and shall refrain from voting on the matter.
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- j. An employee having an actual or potential conflict of interest with AUSU shall forthwith disclose it to the President and at least one (1) Vice President, or two (2) members of the Executive Committee, and shall act as instructed thereby.
- k. Failure to disclose a potential conflict of interest constitutes grounds for disciplinary procedures.