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| **UPEI Student Union**  | **Policy No.** **UPEISU 32** | **Revision No.** **2** |
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| Creation Date: July 17th, 2015 | Version Date: February 10th, 2019 | Review Date: July 17th, 2018 |
| Authority: UPEISU Council | Responsibility: Ombudsperson  |

1. **Preamble**

The Conflict of Interest Policy applies to all members of the UPEI Student Union Council and all employees of the UPEI Student Union. Councillors and employees hold a position of trust and are obliged to avoid situations involving conflict of interest. The primary responsibility and obligation of councillors and employees is to support and protect the welfare and interests of the Student Union and its members.

1. **2. Conflicts of Interest**
	1. A “Conflict of Interest” is defined as a conflict between a person’s personal, professional, or vocational interests and the overall interests of the UPEI Student Union.
	2. A “conflict” occurs when a councillor or employee uses their personal, professional, or vocational interest to influence his or her decision-making within the UPEI Student Union.
	3. A “conflict” occurs when a councillor or employee, having obtained information, knowledge, or opportunity, as a result of access to information, knowledge, or opportunity by reason of serving the UPEI Student Union, uses such information for personal benefit, the benefits of organizations the person is involved in, or solely for the benefit of friends/family members, directly or indirectly.
2. Examples of a Conflict of Interest
	1. The following events or circumstances constitute a “conflict of interest” and may not be engaged in by any member of the UPEI Student Union.
		1. Having any personal, financial, or business interest in organizations supplying property, goods or services, to the UPEI Student Union’s businesses, services, or affairs;
		2. Receiving, directly or indirectly, any cash benefits, gifts, or any other personal rewards that the person knows, or should have known, is intended to influence UPEISU business transactions, or that of its businesses, services, or affairs;

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* + 1. Influencing a decision of the UPEISU to further that person’s private interests;
		2. Attempting to use bribery, intimidation, blackmail, or coercion to influence a UPEISU initiative or operation;
		3. Using confidential information for any purpose other than for which it was obtained;
		4. Having undeclared interests external to the UPEISU, including other employment or membership to organizations which influence the decisions of the UPEISU;
		5. Voting on motions relating to clubs, groups, organizations, or committees of which he or she is a member, excepting his or her elected faculty/university affiliation;
		6. Voting on motions relating to funding applications which that person has submitted to the UPEISU for the benefit of that person;
		7. Engaging in recreational activities, political allegiances, and/or involvement in an external organization (with the exclusion of employment) that has any influence of the ability of any UPEISU council member to fulfill the responsibilities associated with his or her position;
		8. Misrepresenting to whom his or her position or the powers associated with their elected position.
1. Declaration of a Conflict
	1. Members of the UPEI Student Union must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest. In cases where a conflict can be avoided, a councillor or employee has an obligation to declare a conflict of interest prior to discussion or decision on an issue. Upon declaration of a conflict the person recording the events should duly note the conflict and the councillor or employee must:
		1. In an in-camera session or committee meeting, absent him/herself from the proceedings during discussion or voting on that particular matter, contract or arrangement.
		2. In a public session, voting on that particular matter, contract or arrangement.
	2. Where a councillor or employee is unsure of whether he/she is in a conflict that member should raise the perceived potential with the Council or supervisor, and the Council or supervisor will determine by majority vote whether or not a

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* 1. conflict of interest exists. The member perceived to be in conflict should refrain from voting on the issue.
	2. Where a conflict of interest if discovered after a decision has been made, the conflict must be declared to the Council or supervisor and the councillor or employee must abstain at first opportunity. If the Council or supervisor determines that involvement of said member influenced the decision of the matter, the Council or supervisor shall re-examine the matter and may rescind, vary, or confirm its decision.
	3. Any councillor or employee who perceives another councillor or employee to be in a conflict of interest in a matter under consideration must identify the

perceived conflict to the Council or supervisor at the first opportunity. The Council or supervisor will determine by majority vote whether or not a conflict of interest exists and the member to be perceived in conflict should refrain from voting.

* 1. At the discretion of the Chair or GM, the Council or employee may invite the member in conflict to state his or her position on the issue in question prior to absenting his/herself.
1. Failure to Disclose a Conflict of Interest
	1. Where it is determined that a member of the UPEI SU has had a conflict of interest in respect of matters considered and dealt with by the UPEISU and shall have failed to disclose the existence of a conflict of interest.
		1. On first offence, a verbal warning will be issued to the councillor or employee by introducing a motion to censure the offending party.
		2. On second offence, the council or supervisor will take a majority vote to issue a written warning to the offending party. If a majority vote succeeds, then the Chair or GM will write and distribute the warning to the offending party.
		3. On the third offence, termination/impeachment will be considered as an appropriate reprimand for the recurring behaviour.