



Administrative and Supervisory Personnel Association (ASPA) Member and Staff Conflict of Interest Policy and Procedure

A conflict of interest is a situation in which an individual has two or more separate and competing interests. Possible conflicts should be discussed during the recruitment process but need not prevent a volunteer from joining the board. As long as board members disclose their dual interests to the full board, a conflict of interest does not have to be problematic. Creating policies, enforcing disclosure, and maintaining a code of ethics that everyone in the organization abides by will help prevent even the perception of impropriety, which can harm an organization's image. (Paraphrased from *The Truth About Conflict of Interest* by Berit Lakey, BoardSource, Mar 14/04)

1. Purpose

The purpose of this document is to ensure that all ASPA Executive members and Staff are aware of the policy, purpose, principles, scope, responsibilities, procedure, and non-compliance on the concept of conflict of interest. This document is based **broadly** on the [Conflict of Interest](#) policy available to all USask employees.

2. Principles

- To protect organizational reputation and integrity, and mitigate risk.
- To promote transparency, accountability and fair outcomes for decisions that are made preserving public trust in the ASPA Executive, ASPA Staff, and all ASPA membership.
- To foster a culture of trust within the ASPA Executive, ASPA Staff, and ASPA membership.
- To ensure visibility and consistent application of measures to prevent and deal with conflict of interest (perceived or otherwise).

3. Scope of the policy

- This policy applies to ASPA Executive members, elected officers and ASPA Staff members reporting to ASPA Executive members (President, and Vice-President-VP). This includes ASPA Executive members, and Staff whether fulltime, reduced, or part-time, and any other person while acting on behalf of ASPA
- No member of the ASPA Executive and Staff will be discriminated against for being involved in a conflict of interest so long as the individual has acted in good faith and in

accordance with this policy. Procedures in section 4 aim to provide a fair and unbiased opportunity to any ASPA Executive members, elected officers and ASPA Staff members involved or reporting a conflict of interest scenario.

4. Procedures

- Should the ASPA Executive believe an Executive member or a member of the ASPA Staff is involved in a conflict of interest, this should be brought to the attention of the ASPA President and VPs who are expected to request full disclosure in writing of the individual's relevant interests or an explanation that no conflict of interest exists. The President and VPs will conduct a fact-finding exercise by communicating directly with the accuser and accused regarding the conflict of interest. The result of this exercise will have to be reported to the ASPA executive after the possibility of conflict of interest has been established or disproven.
- An ASPA Executive members (who may or may not be in a leadership role) or ASPA Staff members who have otherwise disclosed a conflict of interest should, in consultation with other Executive members, resolve the conflict of interest, which may require the discontinuance of activities through which the conflict of interest will arise or has arise until the fact finding by the President and VPs has been concluded.
- The onus of disclosing a conflict-of-interest scenario lies with everyone on the ASPA executive and ASPA staff.
- If an ASPA Executive member in a leadership role (President or VPs) is involved with a conflict-of-interest scenario, the reporting and fact-finding exercise will be carried out by the ASPA Executive member in leadership role (President or VPs) who is not involved with a conflict of interest.
- All conflict-of-interest situations will be disclosed and appropriately managed prior to any commitment or expenditure of ASPA funds.

The following are illustrative of situations, which MAY lead to a conflict of interest, but should not be considered exhaustive:

- An ASPA Executive member has a position or interest in an entity whereby she/he/they can exercise significant influence in transactions between the ASPA Staff and the Association. For example, if an ASPA Executive is on the nominations committee and decide to run for elections to join the ASPA executive, this would constitute a conflict of interest. The onus is on this member to inform the chair of the nominations committee and recuse themselves from the nominations committee.
- ASPA Executive members who are responsible for specifying or approving materials, equipment or services purchased by the Association, must not have any financial interest, either direct or indirect (e.g. a family member, spouse, or friend), in the transaction. (See Policy titled: "[Commercial Directorships held by University Faculty and Staff](#)" as a **broad guideline**).
- Involvement in activities that conflict with a commitment to the assigned duties and responsibilities of the Executive member or Staff member's position with the Association.

- Transmitting to non-Executive members for personal gain (e.g., political, financial), ASPA information that is not otherwise public, including work products, results, materials, property records, or information.
- Using for personal gain, or other unauthorized purposes, privileged information acquired in connection with the ASPA Executive member's ASPA-supported activities. This privileged information includes, but is not limited to, academic, medical, personnel, financial, disciplinary or security records of individuals.
- Acceptance of gratuities, gifts or special favors from entities or individuals with which the Association does or may conduct business.
- Misuse of Association resources, including facilities, personnel, equipment, materials or confidential information for any purpose other than the performance of the individual's duties on the Executive Committee.
- ASPA members in a position to influence the appointment of family members, relatives and affiliates to positions in the Association or ASPA Staff.
- Services performed by ASPA Executive members on their own accord or under the auspices of a union, in which they hold a personal interest, when the service can be performed through the Association or as part of the Executive member's duties.

5.0 Non-Compliance

The intent of this policy is to assist ASPA in the management of conflict-of-interest situations before they arise or when they become known. ASPA expects that its members and Staff will comply fully with this policy, including all requirements for disclosure. Failure to do so shall constitute grounds for removal from the Executive or ASPA for members and disciplinary action for Staff members.