

POLICY

Policy Title	Personal Relationships
Policy Holder	Organizational Effectiveness
Policy Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	January 24, 2014
Next Review Date	

Purpose

Confederation College recognizes the right of every individual to be treated with equality and respect. The College is also committed to providing a working and learning environment free from actual or perceived conflicts of interest. This policy enforces the College’s commitment to preserve individual dignity and to maintain a working and learning environment where all individuals are treated fairly and objectively.

Scope

All employees of Confederation College are subject to this practice.

Definitions

“Conflict of Interest”

A conflict of interest exists when a business, personal or other interest interferes or may be seen to interfere with the effective performance of the employment duties. Any personal relationship between two individuals where one person has influence over the other person creates conflict of interest.

“Personal Relationship”

A personal relationship includes, but is not limited to, a friendship, social relationship, or romantic relationship.

Policy Statements

- **Personal Relationships with Students:**
Employees in teaching positions, or who have influence, input or decision-making power over a student's mark, academic interests or other matter shall not become involved in a business or personal relationship with a student for the duration of the professional relationship or evaluative role.

- **Personal Relationships with Other Employees:**
Employees who have or who are involved in a personal relationship must make arrangements to ensure that:
 - (a) the employee in the position of authority should remove themselves from influence or decision-making power over the other employee; and
 - (b) employees shall not participate in personal decisions when their objectivity would be compromised or be seen to be compromised. (*see the recruitment policy for specifics about hiring committees and decisions*).

1. RESPONSIBILITIES

Every employee must take all steps to avoid behaviour or relationships which would constitute a conflict of interest or perceived conflict of interest. Employees must demonstrate the highest standard of behaviour by avoiding personal relationships with students as well as any personal relationships where a power imbalance exists. No employee may avoid the obligations set out in this policy.

2. DISCLOSURE

- a) Every employee who may be in a possible conflict of interest must make full disclosure of all relevant facts and circumstance, in writing, to their Vice President or Executive Director. The Vice President or Executive Director shall review the information and advise the employee of their decision, including any directions for how to resolve the conflict. The Vice President or Executive Director will also inform the Human Resources Services Department of the action to be taken by the employee.

- b) Every Vice President or Executive Director who may be in a possible conflict of interest must make full disclosure of all relevant facts and circumstance, in writing, to the President who shall review the information and advise the employee of their decision, including any directions for how to resolve the conflict. The President will also inform the Human Resources Services Department of the action to be taken by the employee.

3. PENALTIES FOR CONTRAVENTION

Employees found to have contravened this policy may be subject to disciplinary action, up to and including dismissal.

Non-Compliance

Revision History

Version	Change	Author	Date of Change