



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

# CONFLICT OF INTEREST POLICY

Adopted by the Board of Directors: 2023-12-14

Expires: 2028-05-01

[Adopted Motion \(Link\)](#)

## 1. Preamble and Scope

The Students' Society of McGill University ("the Society") is committed to making decisions with integrity, transparency, and objectivity.

The Conflict of Interest Policy ("the Policy" or "this Policy") applies to Directors, Councillors, Officers, Senators, committee members (including members-at-large), part-time and full-time employees, volunteers, and all other persons involved in Society decision-making processes for the duration of their involvement with the Society ("Concerned Individual(s)"). This Policy is intended to guide Concerned Individuals in independent decision-making, assist the Society and its Directors in managing Conflicts of Interest – whether real, apparent, or potential, and provide a framework within which decisions in respect of Conflicts of Interest are made and, where appropriate, disciplinary measures imposed.

All Concerned Individuals are presumed to have reviewed and understood this Policy and are personally responsible for upholding it and adhering to it in both letter and spirit. To facilitate this, the Conflict of Interest Policy is sent with other Human Resource Policies as part of hiring documents to all new employees. It can be reviewed with a Human Resources Representative as a part of the onboarding process.

## 2. Definitions

2.1. Capitalized terms set forth herein and not otherwise defined shall have the meaning ascribed to them in the Society's Constitution.

2.2. Within the meaning of the Policy,

- a) "Apparent Conflict of Interest" shall mean a situation in which a reasonable, well-informed person believes that a Financial Interest, Interpersonal Interest, Professional Interest, or Personal Interest could improperly influence the performance



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

of a Concerned Individual and/or Implicated Individual('s) duties and responsibilities, whether or not it is the case;

- b) “Breach of the Conflict of Interest Policy” shall refer to a situation in which a Concerned Individual and/or Implicated Individual(s) have not properly addressed a Conflict of Interest by failing to address it appropriately when they ought reasonably to have known to disclose it, as determined by the Policy;
- c) “Conflict of Interest” shall mean any situation that is sufficient to affect, or provide an incentive to affect, the Concerned Individual or Implicated Individual('s) impartiality in their conduct of Society activities, including the events and circumstances detailed herein. Provided the Conflict of Interest is appropriately recognized, disclosed, assessed, and addressed, the existence of a Conflict of Interest does not connote misconduct;
- d) “Financial Interest” shall mean any financial or pecuniary interest of any kind which, given all of the circumstances, is substantial enough that it would, or reasonably could, affect a Concerned Individual and/or Implicated Individual('s) judgment and ability to independently make decisions or conduct business in the best interests of the Society with respect to their involvement with the Society;
- e) “Interpersonal Interest” shall mean any relationship a Concerned Individual and/or Implicated Individual(s) have with other individuals, including, but not limited to, a current or former romantic or sexual partner, friend, peer, family member, colleague (from occupations including but not limited to remunerated work, student group activities, projects, student group leadership, involvements with clubs, services, independent student groups whether registered under the Society or not, and campus publications), or roommate which would, or reasonably could, affect a Concerned Individual and/or Implicated Individual('s) judgment with respect to their involvement with the Society;
- f) “Professional Interest” shall mean any advantage or benefit that an individual may pursue regarding non-society, professional affiliations, or career opportunities that would, or reasonably could, affect a Concerned Individual and/or Implicated Individual('s) judgment with respect to such Concerned Individual's involvement with the Society; and
- g) “Personal Interest” shall mean any personal advantage or benefit that may be pursued by a Concerned Individual and/or Implicated Individual(s), whether a Financial Interest, Interpersonal Interest, Professional Interest or otherwise.



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

- h) “Concerned Party” All individuals who are within the scope of this policy and are disclosing a real, apparent or potential conflict of interest whether regarding oneself or other parties. This includes Directors, Councillors, Officers, Senators, committee members (including members-at-large), part-time and full-time employees, volunteers, and all other persons involved in Society decision-making processes for the duration of their involvement with the Society.
- i) “Interim Measures/Accommodations” any measure implemented to protect the safety and well-being of the parties involved or the society more broadly in the period between the disclosure of a conflict of interest and the decision of the Human Resources Committee or Board of Directors on any remedial measures required to manage the conflict of interest.
- j) “Third-party disclosure” A disclosure made by a party separate from those involved in the alleged conflict of interest directly.
- k) “Third-Party Disclosee” The individual making a third-party disclosure.
- l) “Implicated Individual(s)” The individual(s) alleged to be engaged in a conflict of interest in a third-party disclosure who is within the scope of this policy. This includes Directors, Councillors, Officers, Senators, committee members (including members-at-large), part-time and full-time employees, volunteers, and all other persons involved in Society decision-making processes for the duration of their involvement with the Society.
- m) “Self-disclosure” A disclosure of a conflict of interest made by an individual about their own potential or apparent conflict of interest.
- n) “Self-Disclosee” An individual who discloses information about a potential or apparent conflict of interest regarding themselves.

## 3. Roles and Responsibilities

3.1. The Board of Directors shall administer the Policy. The Human Resources Committee, working with the General Manager, shall assist the Board in administering this Policy, including helping Concerned Individuals identify and manage Conflicts of Interest and Apparent and Potential Conflicts of Interest in accordance with this Policy.



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

3.2. The Human Resources Committee may, where required or directed to do so by the Board of Directors, take the following actions:

- a) seek guidance in respect of this Policy from an Ad-Hoc Conflict of Interest Committee comprised of all members of the Society's standing Accountability Committee under the Board of Directors and the Society's General Manager;
- b) upon the prior approval of the committee, delegate their responsibilities contained herein to the committee, and
- c) refer the matter to the Board of Directors as a whole with a report and associated recommendations.

3.3. Where a member of the Human Resources Committee either self-discloses or is an implicated individual in a Conflict of Interest or Apparent Conflict of Interest, the Human Resources Committee member shall recuse themselves for the duration of the deliberations related to the Conflict of Interest.

## 4. Conflicts of Interest

4.1. In this Policy, a "Conflict of Interest" is defined as any situation in which a Concerned Individual has interests or discloses that an implicated party has interests that could improperly influence the performance of their duties and responsibilities concerning the Society or in which said Concerned Individual and/or implicated individual(s) uses their position for personal gain or the benefit of any person or entity other than the Society. A Conflict of Interest does not relate exclusively to matters concerning financial transactions and the transfer of economic benefit, such as a Financial Interest. It can arise in any area of activity that could impact the perceived objectivity of the Concerned Individual and/or implicated individual(s) in question. A Conflict of Interest includes (a) a real conflict of interest, which exists at present; (b) an apparent conflict of interest, which could be perceived by a reasonable, well-informed person to exist, whether or not it is the case; and (c) a potential conflict of interest, which could reasonably be foreseen to exist in the future.

4.2. Without limiting the extent of the foregoing, the following events shall, for the purposes of this Policy, be considered Conflicts of Interest and therefore must be avoided by all individuals within the scope of this policy:

- a) **Preferential treatment:** a Concerned Individual and/or Implicated Individual(s) using their position to influence a decision to further their own Personal Interests or those of a party with whom they have an Interpersonal Interest:



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

- i. Interpersonal Interests between Concerned Individuals and/or Implicated Individual(s) where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in carrying out the work of the Society. If such a relationship currently exists or develops, it must be disclosed.
  - ii. Interpersonal Interests between Concerned Individuals and/or Implicated Individual(s) where both are serving on the same elected decision-making body of the Society, including the Executive Committee, Legislative Council, Senate Caucus, or Board of Directors are in a Conflict of Interest that must be disclosed and proactively managed by the Speaker or Chair(s) of that decision-making body to avoid preferential treatment and/or retaliation;
- b) **Use of privileged information:** a Concerned Individual and/or Implicated Individual(s) disclosing to any person, including a Personal Interest or Professional Interest, information obtained in the course of their duties within the SSMU, which information is not generally available to the public and which, once disclosed, may place or could reasonably be expected to place, the Concerned Individual and/or Implicated Individual(s) in a situation where the interests of the Society conflict with those of the person having received the information;
- c) **Contracts and financial transactions:** a Concerned Individual and/or Implicated Individual(s) who knowingly have a Personal Interest or a Professional Interest in a Society contract or business transaction that includes but is not limited to any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. Such Concerned Individual and/or Implicated Individual(s) shall not represent, advise, negotiate (including discussing the matter under negotiation with others within or outside the Society where they would, or reasonably could, influence the negotiations), or make decisions for the Society on this matter;
- d) **Hiring:** a Concerned Individual and/or Implicated Individual(s) involved in a hiring process involving an Interpersonal Interest, including a family member, current or former roommate and/or a current or former romantic partner, or any other significant interpersonal relations. A Concerned Individual and/or Implicated Individual who is part of a hiring committee is responsible for disclosing where any person with whom they have an interpersonal relationship is a candidate for hire;



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

- e) **Outside activities:** Concerned Individuals and/or Implicated Individual(s) should always prioritize the interests of the Society while conducting or participating in Society business. If an external activity or affiliation creates a Conflict of Interest or Apparent Conflict of Interest, all SSMU parties within the scope of this policy must disclose the conflict immediately;
  
- f) **Gifts, hospitality, and other benefits:** Concerned Individuals and/or Implicated Individual(s) shall be prudent in choosing whether to accept a gift, hospitality, donation, or other benefit from a person, group, or organization which may influence a decision or result from securing a financial transaction between the aforementioned and the Society. Accepting gifts, hospitality, or other benefits from individuals or entities can also result in a Conflict of Interest when the party providing the gift, hospitality, or other benefit does so under circumstances where it might be inferred that such action was intended to influence, compensate, or otherwise individually remunerate a Concerned Individual and/or Implicated Individual(s) for a decision taken or business arrangement with the Society, or possibly would influence, the Concerned Individual in the performance of their duties.
  - i. A Concerned Individual and/or Implicated Individual(s) may accept minor gifts as token courtesies (e.g., notepads, pens, coffee mugs, et cetera), but may not accept gifts that may put them in a position of obligation and under no circumstances any gifts from any person over \$50.00 in value (be it individually or in the aggregate).
  
  - ii. If a Concerned Individual and/or Implicated Individual has any doubt about the appropriateness of accepting a gift, hospitality, donation, or other benefit, the Concerned Individual and/or Implicated Individual must refuse, unless such a refusal would cause significant offence on cultural or religious grounds. In such circumstances where a gift is accepted because refusal would offend, the acceptance must be immediately disclosed following this Policy.
  
  - iii. Any SSMU party within the scope of this policy is welcome to consult with the Human Resources Committee before or after such an occurrence to be better prepared for any similar situations which may subsequently occur.
  
- g) **Use of Society resources:** Concerned Individuals and/or Implicated Individual(s) shall not use Society resources, including but not limited to office supplies, building space, staff time, or funding, in pursuit of personal or professional interests. The Society permits individuals within the scope of this policy to use Society communication



devices, including but not limited to electronic mail addresses, telephones, computers, and internet connections, for personal purposes. However, a Concerned Individual and/or Implicated Individual(s) use of Society resources should not be used to the detriment of the Society. All parties under the scope of this policy should exercise good judgment when using Society's communication devices to offer personal opinions. To avoid confusion, all parties under the scope of this policy shall add the following notice where confusion may arise in written media: "The views expressed in this medium are mine alone and do not necessarily reflect those of the Society."

## 5. Disclosure

5.1. Where a Concerned Individual is in a Conflict of Interest or concerned that an Apparent or Potential Conflict of Interest may exist, they must disclose this Conflict of Interest in writing, using the *Conflict of Interest Disclosure Form* (Annex A1 or A2) or verbally.

5.2. A separate disclosure form exists for disclosures regarding potential or apparent conflicts of interest implicating oneself and others. The *Self-Disclosure: Conflict of Interest Disclosure Form* (Annex A2) should be used for disclosures when the implicated parties include oneself and the *Third-Party Disclosure: Conflict of Interest Disclosure Form* (Annex A1) should be used for disclosures only regarding other parties.

5.3. All disclosures whether in writing or made verbally from regular full-time staff should be made to the Human Resources Director or their respective designates.

5.4. Verbal or written disclosures from regular part-time employees or other members of the SSMU Community can be made to the Human Resources Manager, as a designate of the Human Resources Director. The Human Resources Manager may also take all responsibilities of the Human Resources Director related to the management of the conflict once delegated.

5.5. All Conflicts of Interest, whether disclosed verbally or in writing should be made as soon as the Concerned Individual becomes aware of the Conflict of Interest, whether Apparent or Potential.

5.6. If a disclosure is made verbally, the Human Resources Director or their respective designates will fill out the *Conflict of Interest Disclosure Form* (Annex A1 or A2) during a set meeting time. In the case of a self-disclosure, the Human Resources Director will also fill out the disclosure form with any other implicated party.

5.7. In the case that the Human Resources Director or their designate is implicated in the Conflict of Interest, the Concerned Party can disclose to the General Manager or their respective designate to act as the designate of the Human Resources Director as appropriate.



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

5.8. In the case where both the Human Resources Director and General Manager are implicated in the Conflict of Interest or there are additional reasons that a concerned party is uncomfortable disclosing to the Human Resources Director and General Manager then the disclosure can be made directly to the Board of Directors via the SSMU President.

## 6. Third Party Disclosures

6.1. The Human Resources Director or their designate will allow all individuals in the SSMU Community to submit third-party disclosures regarding parties that are under the scope of this policy in a manner that respects the boundaries of confidentiality. This is provided given that any implicated individual(s) are provided the opportunity to respond to all relevant information of the disclosure before a decision is made regarding possible remedies or breaches.

6.2. All processes involved in the determination of a conflict of interest based on a third-party disclosure will be conducted in a manner that is fair and provides respect to all parties.

## 7. Interim Measures or Accommodations

7.1. When a disclosure is made, whether a self-disclosure or third-party disclosure, a meeting will be organized between the Concerned Party and the Human Resources Director or their designate. In this meeting, the group will work together to develop a set of agreed-upon interim measures or accommodations as needed to be put in place for as long as is reasonably required pending the outcome or the determination of a conflict of interest.

7.2. Proposed Interim Measures and Accommodations:

7.2.1. The Concerned Party, whether in a case of self-disclosure or third-party disclosure, may propose interim measures or accommodations. These are used to ensure the Concerned Party's safety or well-being in the workplace or to otherwise mitigate the circumstances surrounding the Apparent or Potential Conflict of Interest.

Examples of interim measures or accommodations include but are not limited to:

- Work schedule changes





## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

- Work location changes including new hybrid work schedules or desk allocations
- Delegates assigned for committee allocations, group meetings or interviews related to the conflict of interest
- Limitations on workplace communication between parties

7.2.2. In the case of a third-party disclosure, the implicated individual(s) in the disclosure must be informed of the filing of the disclosure and also provided the opportunity to propose interim measures or accommodations.

7.2.3 If the Human Resources Director or their designate determines that a proposed accommodation or interim measure is reasonable and fair to all parties, given the circumstances of the disclosure, they can approve the proposed interim measure or accommodation.

7.2.4. The Human Resources Director or their designate may also impose additional interim measures/accommodations at any point if they feel that it is necessary while maintaining standards of fairness.

7.2.5. When the Human Resources Director or their designate makes a decision regarding which proposed interim measures/accommodations will be accepted they will communicate this decision to all parties that are impacted by the interim measures/accommodations along with those necessary to implement the decision, while being considerate of the boundaries of confidentiality.

7.3. In the period between the disclosure of a Conflict of Interest and the formal determination by the Human Resources Committee or their designate, the Concerned Party and/or any implicated individual(s) in the disclosure must also exercise their sound and reasonable judgment as to whether they should take any one of the following actions related to any activities not implicated directly in the approved interim measures/accommodations:

- a) Disclosing to the relevant decision-making body their potential Conflict of Interest as may be required by law in the case of Directors and Officers;
- b) The details thereof;
- c) That a disclosure has been made to the Human Resources Committee or their designate in accordance with this Policy;



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

- d) Voluntarily withdrawing from a meeting/committee or interview when business related to the Conflict of Interest is discussed;
- e) Voluntarily waiving their right to participate in debate or discussions related to the Conflict of Interest, and
- f) Voluntarily waiving their right to vote on matters related to the Conflict of Interest.

7.4. Instances where a Concerned Party or implicated individual(s) do not take reasonable steps to mitigate the circumstances surrounding their Conflict of Interest or disregard approved interim measures/accommodations may be grounds for further sanction or disciplinary processes as allowed by this and other Policies of the Society. This process will be at the direction of the Board of Directors, with or without the recommendation of the Human Resources Committee, or their designate.

7.5. Furthermore, any reprisal, or expressed or implied threat of reprisal, towards any individual contributing to the process of a determination of a conflict of interest under this policy may itself be the subject of a Complaint to the Human Resources Committee and may be subject to additional interim measures or accommodations.

## 8. Determination of a Conflict of Interest

### 8.1. Third-Party Disclosures:

8.1.1. In keeping with the principles of procedural fairness, any implicated individual(s) in a third-party disclosure of a conflict of interest must have the right to adequately respond to all evidence given against them, including supplying their contradictory evidence to the allegations when relevant.

8.1.2. Any implicated individual(s) also have the right to have any response that they supply and subsequent evidence considered in the Human Resources Committee's determination of a Conflict of Interest and the recommendation of any subsequent remedies.

8.2. After reviewing the Concerned Individual's *Conflict of Interest Disclosure Form* and any other information supplied to members of the Human Resources Committee, the Committee or their designate, with the General Manager may determine:

- a) There is or was no Conflict of Interest;



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

- b) There exists or existed a Conflict of Interest that is permissible if appropriately addressed by the relevant decision-making body, including as outlined by the remedies in this Policy; or
- c) There exists or existed a Conflict of Interest that is not permissible and subject to the remedies herein.

8.3. The Human Resources Committee or their designate shall report, in writing, their determination to the Board of Directors with the associated recommendations as appropriate, as well as to the Concerned Individual in the case of a self-disclosure. In the case of a third-party disclosure, the Human Resources Committee will inform the implicated individual(s) of the determination related to their involvement in the conflict of interest and subsequent remedies. It is the decision of the Human Resources Committee on if they will inform the third-party disclosee of the determination depending on the situation and with consideration for the standards of confidentiality.

8.3.1. Nothing in this Policy or otherwise shall limit the Board of Directors' power to overturn the decision of the Human Resources Committee or other party as appropriate.

8.4. Where a Conflict of Interest exists, and the Concerned Individual or implicated individual(s), when appropriate, expresses no desire to appeal that decision as per appeal procedure provided in this Policy, the Human Resources Committee or their designate shall forward the determination (placing appropriate consideration to the Concerned Individuals and/or implicated individual's right to confidentiality) to the Chair(s) of the relevant decision-making bodies to which the Concerned Individual's and/or implicated individual's Conflict of Interest applies. The determination shall also be forwarded to the Office responsible for the portfolio within which the Concerned Individual and/or implicated individual in question falls, where:

8.4.1. For this Policy:

- a) Councillors fall under the President's portfolio;
- b) Senators fall under the Vice-President (University Affairs) portfolio;
- c) All Officers, including the President, fall under the collective purview of the Board of Directors as a whole;
- d) Individual Directors fall under the collective purview of the Board of Directors as a whole;



- e) Full-time staff fall under the purview of the General Manager, who falls under the collective purview of the Board of Directors as a whole; and
- f) Part-time staff and volunteers fall under the purview of the Officer or full-time staff to whom they report regularly or that is specified on their employment contract.

8.5. The Human Resources Committee or their designate may recommend any appropriate remedies to the Concerned Individual and/or implicated individual(s), the Chair(s) of the relevant decision-making bodies, the Officer responsible for the portfolio within which the Concerned Individual falls, and to the Board of Directors.

## 9. Remedies to a Conflict of Interest

9.1. When making recommendations related to remedies to mitigate the adverse effects of a Conflict of Interest the Human Resources Committee or their designate will consider:

- a) Being procedurally fair as applicable in the context;
- b) The safety and wellbeing of all employees in the workplace;
- c) The principle of progressive discipline or gradation in sanctions when appropriate;
- d) The nature and severity of the incident, including the use and abuse of power in the workplace;
- e) Any other relevant factors.

9.2. In all cases, the remedies to a Conflict of Interest do not independently resolve the Conflict but rather serve to mitigate the adverse effects of a Conflict of Interest.

9.3. Once a determination has been made by the Human Resources Committee or their designate, they may request the adoption by any decision-making bodies implicated in the determination of any of the following remedies along with their written determination.

9.3.1. Proactive management of the situation by the Speaker or Chair(s) of that decision-making body to assure that the rights of all parties are protected, the work of the Society can continue in good order, and that no Concerned Individual or Implicated Individual(s) participate in discussions, debates, or decisions on matters with which they have a Conflict of Interest;

9.3.2. Barring the Concerned Individual and/or Implicated Individual(s) from any discussions on the matter being addressed.



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

9.4. In the case of a full-time or part-time employee, the Human Resources Committee or their designate may request the adoption of a new work plan with remedies including but not limited to:

- a) Limitations on workplace communication between certain parties;
- b) Limitations on access to certain spaces/events;
- c) Limitations on attendance or specific contribution to certain meetings/committees/interviews, etc. related to the conflict of interest;
- d) Limitations on access to certain information or files.

9.5. The development of this work plan for staff should be done in good faith, assuring the rights of all parties are protected and that the work of the Society can continue in good order.

9.6. When required, while the full-time staff falls under the purview of the General Manager, the employee's direct supervisor should be informed of the contents of a new work plan. The supervisor should also be given a sufficient opportunity (barring requirements on confidentiality) to ask questions to support the work plan's implementation.

9.7. In the situation where remedies related to a conflict of interest may apply to more than one party, the Human Resources Committee can recommend the implementation of new work plans for each party aimed to separately address the party's involvement in a conflict of interest

9.8. The above notwithstanding, the Board of Directors may also impose any remedy they deem necessary, even if not adopted by the relevant decision-making body.

## 10. Appeal Procedure Following a Determination

10.1. A Concerned Individual and/or Implicated Individual may appeal a decision of the Human Resources Committee or their designate to the Board of Directors by sending written notice to the Chair of the Board of Directors.

10.2. The Chair(s) of the relevant decision-making body and the Human Resources Director or their designates must be informed that the Concerned Individual and/or Implicated Individual has appealed the matter to the Board of Directors and that the implementation of any remedies should be put on hold. The Chair(s) must respect the Concerned Individual and/or Implicated Individual's right to confidentiality, according to this Policy and the recommendations of the Human Resources Committee or their designate.



## 11. Breach of this Policy

11.1. All Conflicts of Interest shall be addressed in such a manner as to preserve the interests of the Society. Where the Human Resources Committee or their designate determines that a breach of this Policy has occurred, the matter shall be referred to the Board of Directors to determine the consequence(s) of such breach with the recommendations of the Human Resources Committee or their designate in mind. In the situation in which a conflict of interest cannot be effectively addressed by a remedy prescribed above and therefore requires a substantial change in circumstance, this could include but is not limited to:

- a) The removal of the Concerned Individual and/or implicated individual(s) from any relevant decision-making body or office
- b) Any breach relating to hiring may result in re-hiring when permitted by law and may result in the Concerned Individual and/or Implicated Individual(s) removal from office
- c) Any breach relating to the use of privileged information or financial transactions may result in the suspension or removal of the Concerned Individual and/or Implicated Individual(s) from office
- d) Any breach relating to gifts, hospitality, and other benefits may result in the Concerned Individual and/or Implicated Individual(s) being asked to return the gift or benefit, donate the gift or benefit to a charitable organization under the *Income Tax Act* deemed suitable by the relevant decision-making body, and/or removal of the Concerned Individual and/or Implicated Individual(s) from office; and
- e) Any breach relating to the use of Society resources may result in temporary suspension from use of the relevant property and/or communication device(s) and the required issuance of a formal apology for inappropriate conduct and/or removal of the Concerned Individual and/or Implicated Individual(s) from office

11.2. The consequences of a breach of the Conflict of Interest Policy outlined above notwithstanding, the Human Resources Committee or their designate may also recommend the issuance of an apology, the undertaking of any professional development for the Concerned Individual and/or Implicated Individual(s) to help avoid future Conflicts of Interest, or other fair and reasonable steps appropriate to address a breach of this Policy.



## 12. Confidentiality

12.1. Except as required by law, the Society's governing documents, and this Policy, any information disclosed by any person to the Human Resources Committee, their designate or the General Manager is confidential unless the relevant individual consents to its public release.

12.1.1. In matters relating to the Society's finances, matters of ongoing litigation, disposition or acquisition of property by the Society, negotiations with employees or matters regarding human resources, the General Manager of the Society must be consulted as to the appropriateness of any releases.

## 13. Special Provisions

### Part I. Employment of Councillors

13.1. A Councillor who is also employed by the Society in a separate capacity shall be deemed to be in a Conflict of Interest but may continue to serve as a member of the Legislative Council, provided certain conditions are met.

13.2. Where this Conflict of Interest exists or arises, the Councillor shall notify the Human Resources Committee or their designate of the Conflict of Interest in addition to disclosing the Conflict of Interest in accordance with Section 5:

- a) In the case of a Councillor who is employed by the Society at the time of their Election or who becomes employed by the Society shortly thereafter, before the first meeting of the Legislative Council at which they will serve as a Councillor; or
- b) In the case of a Councillor who becomes an employee of the Society during their term, before the next meeting of the Legislative Council.

13.3. The Speaker shall notify the Legislative Council of the existence of a Conflict of Interest.

13.4. Councillors with a Conflict of Interest shall abstain from voting on matters materially connected with their employment at the Society or related to decisions that they have worked on, researched, and on recommendations that they bring to the Legislative Council utilizing their employed position with the Society.



## **Association étudiante de l'Université McGill**

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## **Students' Society of McGill University**

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

13.5. Councillors with a Conflict of Interest shall remove themselves from confidential sessions where the matters discussed are materially connected with their employment at the Society, but may be present for any In-Camera Sessions, provided they continue to comply with the requirement to abstain from voting on matters materially connected with their employment at the Society.

13.6. Councillors with a Conflict of Interest shall at all times comply with this Policy.

13.7. Failure to notify the Speaker of a Conflict of Interest or to comply with any other provisions herein constitutes a breach of this Policy to be addressed per Section 10 of this Policy.

## Part II. Post-Script

13.8. This Policy is part of the Society's broader commitment to ethical and responsible action. The Society encourages Concerned Individuals to educate themselves about ethics and to ask questions whenever they encounter a situation that raises ethical questions they cannot readily answer. A culture of transparency, accountability, and integrity is essential to maintaining public faith in the Society while pursuing its best interests.





## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

# A1. THIRD-PARTY: WRITTEN CONFLICT OF INTEREST DISCLOSURE FORM

## Directions

This form is to be used to make a third-party disclosure of a conflict of interest. This means that you wish to disclose a conflict of interest that you believe exists or could exist for/between other parties within the SSMU.

Please fill out this form to the best of your ability and submit the form as directed. The SSMU Human Resources Director or their designate will reach out to you to organize a meeting to review the submission and discuss measures to protect your safety and wellbeing during the process of the SSMU Human Resources Committee making a determination on the conflict of interest and implementing possible remedies.

You also have the right to disclose a conflict of interest verbally. If you would like to do so please book a meeting with the HR Director at [hr@ssmu.ca](mailto:hr@ssmu.ca) and they will go through this form with you in a meeting.

Please note that if this disclosure implicates the SSMU Human Resources Director or you are uncomfortable disclosing to this individual you can submit this disclosure to the SSMU General Manager at [gm@ssmu.ca](mailto:gm@ssmu.ca). If you are uncomfortable disclosing to both of these individuals you can disclose directly to the SSMU Board of Directors via the SSMU President at [president@ssmu.ca](mailto:president@ssmu.ca).

Please ensure that the following checklist is completed before you submit this form:

- This form is to be used to make a written disclosure of an alleged current or potential conflict of interest implicating another party in the SSMU Community (not yourself)
- Complete this form electronically or in print with blue or black ink
- Print and sign where indicated
- Submit this form...
  - Via email to [hrdirector@ssmu.ca](mailto:hrdirector@ssmu.ca); or
  - In-person to the SSMU Offices to the attention of the Human Resources Director



# Association étudiante de l'Université McGill

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

## Students' Society of McGill University

Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

### A. Your Information (provide your contact information and the nature of the potential conflict of interest)

First name	Last name
Telephone number	Email address
Group <input type="checkbox"/> Director/Officer <input type="checkbox"/> Councillor/Senator <input type="checkbox"/> Employee (including casual) <input type="checkbox"/> Committee Member (Member-at-Large) <input type="checkbox"/> Other: _____	Conflict type <input type="checkbox"/> Current: Financial <input type="checkbox"/> Current: Interpersonal <input type="checkbox"/> Current: Professional <input type="checkbox"/> Current: Personal <input type="checkbox"/> Potential or future conflict <input type="checkbox"/> Other
Position title	Date you became aware of the alleged conflict (yyyy/mm/dd)

### B. Conflict of Interest Party A (provide the contact information for the party you are alleging to be engaged in a conflict of interest)

First name (if applicable)	Last name/Company/Club/Group
Telephone number	Email address
Group <input type="checkbox"/> Director/Officer <input type="checkbox"/> Councillor/Senator <input type="checkbox"/> Employee (including casual) <input type="checkbox"/> Committee Member (Member-at-Large) <input type="checkbox"/> External/Outside the Society <input type="checkbox"/> Other: _____	Possible conflicts you are alleging related to this party: <input type="checkbox"/> Preferential treatment/hiring <input type="checkbox"/> Use of privileged information/outside activities <input type="checkbox"/> Contracts and financial transactions <input type="checkbox"/> Gifts, hospitality, other benefits <input type="checkbox"/> Use of Society resources <input type="checkbox"/> Other: _____

### B. (IF APPLICABLE) Conflict of Interest Party B (provide the contact information for the second party you are alleging to be engaged in a conflict of interest)

If this alleged conflict only implicates one individual mark here:

This alleged conflict implicates only one individual

First name (if applicable)	Last name/Company/Club/Group
Telephone number	Email address
Group <input type="checkbox"/> Director/Officer <input type="checkbox"/> Councillor/Senator <input type="checkbox"/> Employee (including casual) <input type="checkbox"/> Committee Member (Member-at-Large) <input type="checkbox"/> External/Outside the Society	Possible conflicts you are alleging related to this party: <input type="checkbox"/> Preferential treatment/hiring <input type="checkbox"/> Use of privileged information/outside activities <input type="checkbox"/> Contracts and financial transactions <input type="checkbox"/> Gifts, hospitality, other benefits <input type="checkbox"/> Use of Society resources



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Does this conflict of interest implicate additional parties?

Yes

No

### C. Details of Conflict of Interest (answer all applicable questions, leaving others blank. If you require more space, attach a separate sheet)

Describe the nature of the relationship between you, the Society, and the Implicated individual(s) (ongoing business relationships, sought/future business relationships, existing contracts, services you or the Society receive/provide, employment arrangements, interpersonal relationships).

Describe the nature of the Apparent or Potential conflict of interest that you are alleging:

For Apparent Conflicts of Interest: Describe the impact of the Apparent conflict of interest (privileged information, conflicts with negotiations of contracts or financial transactions, interpersonal conflicts, impact on interviewing/hiring, personal or financial benefits, gifts, hospitality or use of Society resources etc.)

For potential conflicts of interest: Describe the possible future impacts of this conflict of interest.

Describe or attach the evidence that you have of the impacts of the Apparent or Potential conflict of interest as relevant:

Are you seeking any interim measures/accommodations to protect your work and/or wellbeing during the process of this alleged conflict of interest being investigated? If so please describe the sought after accommodations:

### D. Signature



**Association étudiante de l'Université McGill**

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

**Students' Society of McGill University**

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

\_\_\_\_\_

Date (yyyy/mm/dd)

\_\_\_\_\_

Signature



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

# A2. Self-Disclosure: WRITTEN CONFLICT OF INTEREST DISCLOSURE FORM

## Directions

Please fill out this form to the best of your ability and submit the form as directed. The SSMU Human Resources Director or their designate will reach out to you to organize a meeting to review the submission and discuss measures to protect your safety and wellbeing during the process of the SSMU Human Resources Committee making a determination on the conflict of interest and implementing possible remedies.

You also have the right to disclose a conflict of interest verbally. If you would like to do so please book a meeting with the HR Director at [hr@ssmu.ca](mailto:hr@ssmu.ca) and they will go through this form with you in a meeting.

Please note that if this disclosure implicates the SSMU Human Resources Director or you are uncomfortable disclosing to this individual you can submit this disclosure to the SSMU General Manager at [gm@ssmu.ca](mailto:gm@ssmu.ca). If you are uncomfortable disclosing to both of these individuals you can disclose directly to the SSMU Board of Directors via the SSMU President at [president@ssmu.ca](mailto:president@ssmu.ca).

Please ensure that the following checklist is completed before you submit this form:

- This form is to be used to make a disclosure of an apparent or potential conflict of interest implicating yourself as well as possibly another party
- Complete this form electronically or in print with blue or black ink
- Print and sign where indicated
- Submit this form...
  - Via email to [hrdirector@ssmu.ca](mailto:hrdirector@ssmu.ca); or
  - In-person to the SSMU Offices to the attention of the Human Resources Director

### A. Your Information (provide your contact information and the nature of the potential conflict of interest)

First name	Last name
Telephone number	Email address



# Association étudiante de l'Université McGill

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

## Students' Society of McGill University

Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

Group <input type="checkbox"/> Director/Officer <input type="checkbox"/> Councillor/Senator <input type="checkbox"/> Employee (including casual) <input type="checkbox"/> Committee Member (Member-at-Large) <input type="checkbox"/> Other: _____	Conflict type <input type="checkbox"/> Current: Financial <input type="checkbox"/> Current: Interpersonal <input type="checkbox"/> Current: Professional <input type="checkbox"/> Current: Personal <input type="checkbox"/> Current: Apparent or Potential future conflict <input type="checkbox"/> Other
Position title	Date you became aware of the potential conflict (yyyy/mm/dd)

### B. Conflict of Interest Party (provide the contact information for the other party if relevant)

This disclosure implicates only myself and no other SSMU-affiliated party

First name (if applicable)	Last name/Company/Club/Group:
Telephone number	Email address
Group <input type="checkbox"/> Director/Officer <input type="checkbox"/> Councillor/Senator <input type="checkbox"/> Employee (including casual) <input type="checkbox"/> Committee Member (Member-at-Large) <input type="checkbox"/> External/Outside the Society <input type="checkbox"/> Other: _____	Possible conflicts you are alleging related to this party or have/may be engaged in with this Party <input type="checkbox"/> Preferential treatment/hiring <input type="checkbox"/> Use of privileged information/outside activities <input type="checkbox"/> Contracts and financial transactions <input type="checkbox"/> Gifts, hospitality, other benefits <input type="checkbox"/> Use of Society resources <input type="checkbox"/> Interpersonal or Professional conflict <input type="checkbox"/> Other: _____

### C. Details of Conflict of Interest (answer all questions that are applicable, leaving others blank. If you require more space, attach a separate sheet)

Describe the nature of the relationship between you, the Society, and any additional implicated party (ongoing business relationships, sought/future business relationships, existing contracts, services you or the Society receive/provide, employment arrangements, interpersonal relationships).

Describe the nature of the current or potential conflict of interest:

Describe the impact of the current or potential conflict of interest on you, your workplace mandates, any other implicated parties or the SSMU community more broadly.



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

Are you seeking any interim measures/accommodations to protect your work and/or wellbeing during the process of this alleged conflict of interest being investigated? If so please describe the sought after accommodations:

Please describe or attach any information or evidence of the impact of the conflict of interest or lack thereof that you would like considered by the Human Resources Committee:

Is there other information that you would like us to know about the real or potential conflict of interest?

#### D. Signature

\_\_\_\_\_

Date (yyyy/mm/dd)

\_\_\_\_\_

Signature