



Proposed conflict-of-interest policy for CFA executive officers (including stewards)

Conflict of interest for executive officers of the Capilano Faculty Association

General rules

1. Executive officers of the Capilano Faculty Association (“CFA officers”) shall act honestly and in good faith in the best interests of the CFA and its members, and exercise the care, diligence, and skill of a reasonably prudent person in carrying out their duties. In particular, CFA officers shall:
 - (a) exercise care in handling any confidential or privileged information they receive in their capacity as CFA officers, keeping such information confidential and not using such information for personal gain;
 - (b) not share any information discussed during *in camera* sessions of the CFA executive committee or CFA general meetings with anyone who was not in attendance during those sessions;
 - (c) not participate in any CFA decisions, perform any CFA functions, or otherwise exercise any authority on behalf of the CFA in any situation in which the CFA officer has an actual conflict of interest.
2. If a CFA officer anticipates having a conflict of interest or discovers an existing conflict of interest on a matter in which the officer has any authority as a CFA officer, the officer shall declare the nature of conflict immediately upon discovering it, and refrain from voting on the matter, or performing any CFA functions or otherwise exercising CFA authority on that matter. Once the conflict has been declared, however, the officer may participate in discussion of the matter at CFA executive or general meetings.
3. A CFA officer has a conflict of interest when an officer participates in a vote of the CFA executive committee, performs a CFA function, or exercises an official power on behalf of the CFA while knowing that there is an opportunity to promote the officer’s personal interest by doing so. An officer’s personal interest includes the personal interests of the officer’s immediate family, including spouse or partner, children, and parents, and any close business associates of the officer.
4. The definition of conflict of interest in paragraph 3 is a guide only: it is not exhaustive. If a question arises about a potential conflict of interest for a CFA officer, the CFA officers will decide by a vote whether there is a conflict, and what the remedy should be. The CFA officer in question will abstain from such a vote.

Stewards

5. If the Chief Steward is in a conflict of interest (as defined or established under paragraphs 3 or 4) in the performance of stewarding duties in a particular case such as a grievance, the Assistant Chief Steward shall assume stewarding duties for that specific case. If both the Chief and Assistant Chief Steward (“the executive stewards”) are in an actual or perceived conflict of interest, then the CFA executive committee will appoint a CFA officer who it determines is in an impartial position in the matter.
6. The executive stewards are in a conflict of interest if the conditions in paragraph 3 above exist, or if CFA members might reasonably perceive them to exist. In addition to those general conditions, the stewards are in an actual or perceived conflict of interest in the following cases:
 - a) the executive steward is also a coordinator, and the matter on which the steward is acting relates to coordination activities in the steward’s department; and
 - b) the executive steward is pursuing a grievance on behalf of a colleague who teaches in the same department as the executive steward.

Passed by an executive motion and approved by the general membership on April 1, 2014.