CONFLICT OF INTEREST & CONFLICT OF COMMITMENT
FREQUENTLY ASKED QUESTIONS FOR SUPPORT STAFF - JANUARY 2015

1. Who must complete the Disclosure Report?
   Full-time and part-time Support Staff employees with financial responsibilities (including purchasing), hiring authority, and/or research responsibilities are required to complete the Disclosure Report.

2. Why do I need to complete the Disclosure Report?
   In June 2003, the Board of Governors of the University of Alberta approved the “Conflict Policy - Conflict of Interest and Commitment, and Institutional Conflict.” The policy was put in place to reduce the incidence of conflict, while at the same time supporting the University’s commitment to academic freedom, excellence in research, the pursuit and dissemination of knowledge, and the education of students.

   The Conflict of Interest and Commitment reporting has been administered to all academic staff for a number of years.

   Auditors have indicated that a process should also be put in place for annual reporting of Support Staff. Employees are also expected to remain current in self-assessing and reporting changes throughout the reporting period.

   Completing the Report helps you, as a Support Staff member, be vigilant and pro-active about real and potential conflict. It helps you consider and avoid those situations in which an independent observer might reasonably question whether your professional actions or decisions are influenced and in some instances determined by your own personal gain.

3. I am on leave this year – do I need to complete the Disclosure Report?
   You need to complete the Report annually, while at work. If you are at work for any portion of the year, you will need to complete the Report.

4. Is there a deadline by which my Disclosure Report is due?
   Departments will have the option of determining an appropriate annual schedule for reviewing the Disclosure Reports. This may be at the reporting individual’s annual review, or the department may decide to set one annual date at which all required staff must report.

5. Where do I find the Disclosure Report?
   The Disclosure Report is available on our website

6. Who is my Reporting Officer?
   Generally your Reporting Officer is your manager; however individual departments may choose to name the Director or other individual as Reporting Officer. “Reporting Officer” is defined in the COI/COC Compliance Procedure.
7. I work in an administrative unit. I report to the Manager of my unit. She reports to the Director of the unit. Who is my Reporting Officer – the Manager or the Director?
   Your immediate supervisor – the Manager in this case – will usually be your Reporting Officer and she may sign your form. Directors in administrative units may find it preferable to review all Disclosure Reports from their areas and sign them as Reporting Officers. Either procedure is acceptable, and departments will be able to determine what structure will work best for their area.

8. What do you mean by “self-assessment”?
   You are asked to consider your activities for the reporting period and assess whether they will constitute a conflict of interest or a conflict of commitment.

9. What if I can’t decide if I am or will be in conflict?
   If you cannot decide, you should disclose the activity you believe does or could put you in conflict, and supply as many details as you can about the activity to your Reporting Officer.

10. I have declared a conflict – what happens now?
    Your Reporting Officer will assess the conflict you have reported and advise you on how it should be handled.

    The University recognizes that conflict will occur and has put in place mechanisms to manage certain types of conflict in a manner that is fair, open, consistent, practical, and legislation compliant. Some conflict cannot be managed and will not be allowed, i.e. you will be asked to cease or refrain from the activity. You also may have reported a conflict that by definition is not considered a conflict by the University of Alberta (see policy).

11. Will I have to complete this Report every year?
    You should self-assess and complete a Report every year; however, if your circumstances have not changed, you will be able to submit a “no change from last year” Report. You should remain mindful of potential conflicts at all times and remember that you must complete a report immediately if your circumstances change and you plan to or are asked to undertake an activity that may put you in conflict.