

## **BOARD MEMBERS ONLY**

### **Code of Conduct Disclosure Form**

NorQuest College expects all members of the College community to engage in ethical behavior in all aspects of College related activities. All Board Members are expected to share in preserving and enhancing the College's image and reputation.

The College is committed to high standards of conduct. The Code of Conduct Policy establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships including the following: conducting oneself impartially; not acting in self-interest or furthering private interests by virtue of one's position; disclosing real and apparent conflicts of interest (including concurrent employment); adhering to gift limit restrictions:

**SELECT GIFT LIMIT RESTRICTIONS (See Code of Conduct for detailed list):**

Value of a single tangible gift	not exceed \$100	Total cumulative value of tangible gifts received from a single source in a calendar year shall not exceed \$200
Value of a single event invitation	not exceed \$200	Total cumulative value of event invitations received from a single source in a calendar year shall not exceed \$400.
For some "key external roles*", the value of events invitations	not exceed \$1,000	Total cumulative value of events invitations received by some key external roles, from a single donor or friend of the institution, in a calendar year shall not exceed \$1,500
Value of a single invitation to a conference, symposium, or professional development workshop permitted under this section	not exceed \$1,000	Total cumulative value of all such invitations received from a single source in a calendar year shall not exceed \$1,500.
Value of an invitation to present at a conference, symposium, or professional development workshop	single invitation worth up to \$3,000	May accept up to two such invitations to present from a single source in a calendar year without special approval.

\* If a Board Member is offered a gift in excess of any of the monetary limits set out in the Code of Conduct, the Board Member may request in writing from a Higher College Official special approval to accept the gift.

Special approval shall be granted in writing, in accordance with the principles and provisions of the Code, and where acceptance of the gift would not create a real or apparent conflict of interest.

**CONCURRENT EMPLOYMENT/APPOINTMENTS/ OUTSIDE ACTIVITIES**

Individuals must disclose concurrent employment or an appointment or activity other than their position with the college, including volunteer assignments, where it is likely to create a conflict or

the perception of a conflict. Individuals must not proceed with that activity until it is declared and approved by the college.

I am disclosing one of the above noted situations. This form will be reviewed on an annual basis by the Higher College Official who approved the disclosure, until such time that the conflict or potential conflict is eliminated.

**DETAILS OF REAL OR APPARENT CONFLICT OF INTEREST, GIFT (Including invitations), OR CONCURRENT EMPLOYMENT:**

**DETAILS OF MANAGEMENT PLAN (or recommend reasons supporting why no real or apparent conflict of interest exists):**

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Board Member Name

***Return completed form to the Board Coordinator, President's Office***

\_\_\_\_\_  
Board Coordinator Signature

\_\_\_\_\_  
Form Received Date

The designated single point of contact for oversight of this process for the Board is the Board Coordinator with approvals made by the Chair of the Board.