

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
B.517.1		Vice President, Finance and Administration	
Procedure Name			
Employee-Student Relationships Procedure			
Policy This Procedure is Under			Date of Next Policy Review
B.517 Conflict of Interest Policy			April 2027
Date Issued	Date Revised	Date in effect	Related Policies
May 1, 2017	March 20, 2024	April 30, 2024	B.310 Protected Disclosure (Whistleblower) Policy

1. PURPOSE

- 1.1 These procedures outline the process for disclosing and reporting a potential or an actual Conflict of Interest between an Employee and a Student under the B.517 Conflict of Interest Policy (the “Policy”) and to support the commitment of Capilano university (“the University”) to provide a fair and equitable learning environment for all Students.
- 1.2 The definitions as found in the Policy are used in these procedures.

2. DISCLOSURE

- 2.1 When a situation arises that creates, or may be perceived to create, a Conflict of Interest involving an Employee and a Student, the Employee must disclose this to their Dean, the senior administrator responsible for the Employee, or the Strategic Director, People, Culture and Diversity prior to engaging in professional activities in relation to the Student. Disclosure of the situation must be made in writing. Time is of the essence in disclosing.
- 2.2 It is the responsibility of the Dean or the senior administrator responsible for the Employee to report the potential Conflict of Interest to the Strategic Director, People, Culture and Diversity.

3. REPORTING

- 3.1 A Student may report concerns about a potential Conflict of Interest to any Employee. The Employee to whom the Student reports their concerns is responsible for reporting the potential conflict of interest to the Strategic Director, People, Culture and Diversity.
- 3.2 A third party may report concerns about a potential Conflict of Interest to their supervisor. The individual to whom the third party reports their concerns is responsible for reporting the potential conflict of interest to the Strategic Director, People, Culture and Diversity.

3.3 A Student or a third party who reports a concern about a potential Conflict of Interest in accordance with this procedure may, at any time, seek the advice of the Vice President, Finance and Administration or the Vice President, People, Culture and Diversity as to whether reporting under Policy B.310 Protected Disclosure (Whistleblower) would be appropriate in the circumstances.

4. DETERMINATION

4.1 The Strategic Director, People, Culture and Diversity will determine if the situation involves a Conflict of Interest or could be reasonably perceived to involve a Conflict of Interest. If a determination of a Conflict of Interest is made by the Strategic Director, People, Culture and Diversity, the Dean or senior administrator responsible for the Employee will determine what strategies might be employed to avoid the situation or its appearance.

4.2 In a situation where the Employee is not a faculty member, the senior administrator responsible for the Employee will provide a written response to the Employee and the Student affirming if a Conflict of Interest exists, and if so, will provide a proposal for how to resolve the conflict. The senior administrator responsible for the Employee is responsible for reporting the response and proposal, if applicable, to the Strategic Director, People, Culture and Diversity and the Vice President of the applicable portfolio.

4.3 In a situation where the Employee is a faculty member:

- a) The Dean or senior administrator will provide a written response to the faculty member and the Student affirming if a Conflict of Interest exists, and if so, will provide a proposal for how to resolve the conflict. The Dean or senior administrator is responsible for reporting the response and proposal, if applicable, to the Strategic Director, People, Culture and Diversity and the Vice President, Academic and Provost.
- b) If appropriate and not to limit a Student's access to education, the Dean or senior administrator may make alternate arrangements for the fulfillment of certain aspects of the professional relationship. The University will assign supervisory, evaluative or decision-making aspect of the professional relationship to another qualified individual and explore whether an alternative instructors can be assigned. In those circumstances, the Dean or senior administrator will identify and implement any appropriate safeguards to ensure policy compliance.
- c) If the faculty member and the Dean or senior administrator cannot agree on a strategy or alternative arrangement, the matter shall be referred for final decision to the Vice President, People, Culture and Diversity.
- d) Student and third-party allegations of Conflict of Interest shall be investigated by the Strategic Director, People, Culture and Diversity. All records created as a result of actions under this Procedure will be under the management of the Strategic Director, People, Culture and Diversity.

5. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

The Strategic Director, People, Culture and Diversity is responsible for managing and administering this procedure.

6. RELATED POLICIES AND GUIDANCE

B.310 Protected Disclosure (Whistleblower) Policy,

B.401 Sexual Violence Policy,

B.506 Standards of Conduct Policy

E.702 Students – Statement of Rights and Responsibility