AD 03  
Conflict of Interest Procurement Protection for Volunteers

Classification: Administration

Responsible Authority: Executive Director, College Foundation

Executive Sponsor: Vice President, Business Development

Approval Authority: President’s Executive Committee

Date First Approved: 2009.06.03

Date Last Reviewed: 2011.10.26

Mandatory Review Date: 2016.10.26

PURPOSE
To ensure that volunteers are able to compete in procurement processes for goods and services while respecting the integrity of the procurement process.

SCOPE
Volunteers who serve on groups such as the Algonquin College Board of Governors, the Algonquin College Foundation and Algonquin College Foundation Capital Campaign Cabinets and all other volunteers who provide services to the College

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Procurement Process</td>
<td>The act or process of obtaining goods and services for the College</td>
</tr>
<tr>
<td>Volunteers</td>
<td>Persons not being paid for the services they render to the College</td>
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</tbody>
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POLICY

1. The College recognizes the valuable contribution made by individuals and their companies that provide volunteer service to the College. These volunteers will be eligible to compete in procurement processes for goods and services.

2. The College wishes to respect the integrity of the procurement process by ensuring that volunteers do not receive any real or perceived advantage in the procurement processes.

3. Individuals and their companies that provide volunteer service to the College will be permitted to participate in the competition for goods and services as potential suppliers in the procurement process.

4. Individuals and their companies that provide volunteer service to the College will not receive any advantage over other individuals or companies in the procurement process for goods and services.
5. Every attempt will be made to ensure that volunteers are not exposed to information that could give them an unfair advantage in a procurement process for goods and services. However, if a volunteer is in a situation where such information is about to be shared, or is being shared, the volunteer will declare a conflict of interest or potential conflict of interest so appropriate action can be taken to ensure that the conflict of interest situation does not continue.

6. This policy will be communicated to volunteer members of groups such as the Algonquin College Board of Governors, Algonquin College Foundation and Algonquin College Foundation Capital Campaign Cabinets and to all competitors for goods and services as part of the procurement process.

7. Volunteer members listed above will be required to sign an acknowledgement of the Policy upon confirmation of their appointment. (Appendix 1)

8. All competitors for goods and services will be required to incorporate an acknowledgement of the Policy in their submissions or responses to procurement processes for goods and services. (Appendix 2).

9. The Director of Finance and Administrative Services is responsible to ensure that this policy is administered within the procurement process for goods and services.

## PROCEDURE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>1. Ask members of the Algonquin College Board of Governors to acknowledge they have read this policy by signing a declaration (Appendix 1).</td>
<td>Board of Governors’ Office</td>
</tr>
<tr>
<td>2. Ask members of the Algonquin College Foundation and Algonquin College Foundation Capital Campaign Cabinets to acknowledge they have read this policy by signing a declaration (Appendix 1).</td>
<td>Foundation Office</td>
</tr>
<tr>
<td>3. Ensure that College volunteers in the groups listed above are not placed in a position where they are exposed to information which could create, or appear to create, a conflict of interest for the volunteers or their companies.</td>
<td>Board of Governors’ and Foundation Office</td>
</tr>
<tr>
<td>4. Require all competitors for goods and services to incorporate an acknowledgement of this policy in their submissions or responses to procurement processes for goods and services. (Appendix 2)</td>
<td>Director, Finance and Administrative Services</td>
</tr>
</tbody>
</table>
## Supporting Documentation

| Appendix 1 | Conflict of Interest Procurement Protection Declaration for Volunteers |
| Appendix 2 | Conflict of Interest Procurement Protection declaration for Competitors |

## Related Policies

None

## Related Materials

None
CONFLICT OF INTEREST PROCUREMENT PROTECTION DECLARATION FOR VOLUNTEERS

I hereby acknowledge the content of the attached “College Policy regarding conflict of interest protection for volunteers” from groups such as the Algonquin College Board of Governors, Algonquin College Foundation Board and Algonquin College Foundation Capital Campaign Cabinets and their Companies.”

______________________________  ____________________________
Name of Volunteer     Relationship to Algonquin College
CONFLICT OF INTEREST PROCUREMENT PROTECTION DECLARATION FOR COMPETITORS

(NAME OF RESPONDENT) hereby acknowledges the content of the attached “College Policy regarding conflict of interest protection for Volunteers and their Companies” (the policy) and declares: (select and complete appropriate response)

□ that the following Volunteers are affiliated with (NAME OF RESPONDENT) as set out below:

______________________________  ___________________ ____________
Name of Volunteer     Relationship to Respondent
____________________________________________________________________
Name of Volunteer     Relationship to Respondent
____________________________________________________________________

Or

□ None of the Volunteers in the published list are affiliated with (NAME OF RESPONDENT)

Dated this          day of                      , 20__

NAME OF RESPONDENT

Per: ___________________________
Name and position
I have authority to bind the corporation