

**AD03****Conflict of Interest Procurement Protection for Volunteers**

|                        |                                            |
|------------------------|--------------------------------------------|
| Classification:        | Administration                             |
| Responsible Authority: | Chief Financial Officer                    |
| Executive Sponsor:     | Vice President, Finance and Administration |
| Approval Authority:    | Algonquin College Executive Team           |
| Date First Approved:   | 2009-06-03                                 |
| Date Last Reviewed:    | 2021-05-27                                 |
| Mandatory Review Date: | 2026-05-27                                 |

**PURPOSE**

To ensure that volunteers can 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, Program Advisory Committees, the Alumni and Friends Network Advisory Committee, and Algonquin College Campaign Cabinets and all other volunteers who provide services to the College.

**DEFINITIONS**

| <b>Word/Term</b>    | <b>Definition</b>                                                  |
|---------------------|--------------------------------------------------------------------|
| Procurement Process | The act or process of obtaining goods and services for the College |
| Volunteers          | Persons not being paid for the services they render to the College |

**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.

## AD 03 Procurement Protection for College Volunteers and their Companies

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 is required to 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, Program Advisory Committees, the Alumni and Friends Network Advisory Committee, Algonquin College 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 Chief Financial Officer is responsible to ensure that this policy is administered within the procurement process for goods and services.

### PROCEDURE

| <u>ACTION</u>                                                                                                                                                                                                                          | <u>RESPONSIBILITY</u>                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1. Ask members of the Algonquin College Board of Governors to acknowledge they have read this policy by signing a declaration (Appendix 1).                                                                                            | Board of Governors' Office                             |
| 2. Ask members of the Program Advisory Committees, the Alumni and Friends Network Advisory Committee, and Algonquin College Campaign Cabinets to acknowledge they have read this policy by signing a declaration (Appendix 1).         | Senior Vice President Academic and Advancement Offices |
| 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. | Board of Governors' and Advancement Offices            |
| 4. Require all competitors for goods and services to incorporate an acknowledgement of this policy in their submissions or                                                                                                             | Chief Financial Officer                                |

## **AD 03 Procurement Protection for College Volunteers and their Companies**

responses to procurement processes for goods and services (Appendix 2).

### **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

## **AD03 APPENDIX 1**

## **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’, Program Advisory Committees, the Alumni and Friends Network Advisory Committee, and Algonquin College Campaign Cabinets and their companies.”

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Name of Volunteer

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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