

AD03	Conflict of Interest Procurement Protection for Volunteers
Classification	Administration
Responsible Authority	Chief Financial Officer
Executive Sponsor	Vice President, Finance and Administration
Approval Authority	ACET (Algonquin College Executive Team)
Date First Approved	2009-06-03
Date Last Reviewed	2026-09-15
Date to Complete Next Mandatory Review	2031-09-15

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	
Word/Term	Definition
Procurement Process	The act or process of obtaining goods and services for the College
Volunteer	A Volunteer is a person 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.
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

	Action	Responsibility
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 Vice President External Relations and Strategy
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 Office, Senior Vice President Academic Office, and Vice President External Relations and Strategy

	Action	Responsibility
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).	Chief Financial Officer

RELATED POLICIES

APPENDICES

Appendix 1 : Conflict of Interest Procurement Protection Declaration for Volunteers

Appendix 2 : Conflict of Interest Procurement Protection Declaration for Competitors

AD03 Appendix 1: Conflict of Interest Procurement Protection Declaration for Volunteers

Conflict of Interest Procurement Protection Declaration for Volunteers

I hereby acknowledge that I have read and understand AD03: Procurement Protection for College Volunteers and their Companies, which applies to volunteers serving 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 to companies affiliated with those volunteers.

Name of Volunteer

Relationship to Algonquin College

AD03 Appendix 2: Conflict of Interest Procurement Protection Declaration for Competitors

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