



## Vancouver Island University Board of Governors

### Statement of Conduct

Although members of the Board might be appointed or elected from specific constituent groups of the University, their actions in carrying out the business of the Board will be directed toward the best interest of the University as a whole rather than any particular division or faction within it.

Board Members have the following duties:

- (a) **Duty of Integrity** - to act honestly and in good faith.
- (b) **Duty of Loyalty** - to give his or her loyalty to the institution when acting on behalf of the Board.
- (c) **Duty of Care** - to act in a prudent and diligent manner, keeping himself or herself informed as to the policies, business and affairs of the University.
- (d) **Duty of Confidentiality** - to ensure that information designated as confidential is held in confidence and is divulged only when legally required.
- (e) **Duty of Skill** - to use one's level of knowledge and one's expertise effectively in dealing with the affairs of the institution.
- (f) **Duty of Prudence** - to act carefully and deliberately, trying to foresee the probable consequences of each proposed course of action.
- (g) **Duty to Participate** - to attend Board meetings regularly and assist with Board business.

### **CONFLICT OF INTEREST – DISCLOSURE STATEMENT**

A conflict of interest arises where you have an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Organization.

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related.

A conflict of interest may arise from directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional or personal associations with the Organization; professional associations or relationships with other organizations; personal associations with other groups or organizations;

or family relationships.

Every Board Member of the Institution must disclose any duty or interest that might conflict with his or her duty or interest to the University.

1. A direct or indirect conflict with my duty as a Board Member may arise because (please indicate if non-applicable):
  - a) I, or my associates<sup>1</sup>, hold the following offices (appointed or elected):
  - b) I, my associates, or any trustee or any nominee on my behalf, own or possess, directly or indirectly, the following interests (i.e., shares, businesses, or properties):
  - c) I, or my associates, have the following interests in existing or proposed transactions with the Organization.
2. A real or perceived conflict of interest with my duty as a Board Member may arise because I receive financial remuneration (either for services performed by me, as an owner or part owner, trustee, or employee or otherwise) from the following sources (please indicate if non-applicable):
3. *By signing the Oath of Office, you acknowledge and understand that you are bound by the above duties and responsibilities. In addition, you acknowledge that you have read and agree to abide by the Code of conduct and the Conflict of Interest policies and bylaws of the university, specifically, Board Policy 11.25, and Bylaw #8 re Conflict of Interest.*

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<sup>1</sup> "associate" of a person means any person closely connected by blood or otherwise including, but not limited to, a spouse (including common-law spouse), parent, grandparent, brother, sister, child or grandchild.