

Standards of Conduct for VIU Employees

It is important that employees across the university demonstrate high standards of ethical behaviour to safeguard the integrity and good reputation of VIU.

COMPLIANCE

Within the university there are policies and procedures, collective agreements and terms and conditions of employment with which employees must comply. In addition some employees are subject to professional codes of conduct.

Employees are to be familiar with university policies and procedures relevant to their responsibilities and to conduct themselves in a manner consistent with those policies and procedures.

Employees are expected to be aware of and comply with provincial and federal legislation and regulations and other contractual or legal obligations that affect how they carry out their duties and how the university conducts business.

Employees are encouraged to seek guidance where there is a question about compliance with university policies, procedures and/or applicable laws.

CONFLICT of INTEREST

[Policy 21.06](#) Conflicts of Interest Related to Employees and Students

This policy and associated procedure address the various forms of real or perceived conflicts of interest. There is an explicit duty of disclosure placed on employees.

[Policy 43.26](#) Employment of Relatives

This policy addresses potential conflict of interest situations regarding relatives employed in the same work area.

CONFLICTS OF COMMITMENT (a form of conflict of interest)

[Policy 43.24](#) Activities Outside of Employment with the University

This policy provides further guidance to employees about conflicts of commitment as well as the use of equipment for outside activities.

DISCLOSURE of CONFLICT OF INTEREST

[Policy 21.06](#) Conflicts of Interest Related to Employees and Students

This policy sets out an explicit duty of disclosure placed on employees.

POLITICAL ENGAGEMENT

[Policy 41.16](#) Political Engagement

VIU encourages its employees to engage actively in the political process. This policy sets out the boundaries of employee involvement in political campaigns.

[Policy 43.23](#) Employee Holding Public Office

VIU encourages its employees to seek and hold public office. This policy provides for leaves.

OWNERSHIP OF INTELLECTUAL PROPERTY DEVELOPED at the UNIVERSITY

[Policy 31.13](#) Intellectual Property

The rules regarding intellectual property rights are set out in this policy.

BUSINESS EXPENSES

[Policy 42.08](#) Reimbursement of Travel and Other Expenses

This policy sets out the nature and scope of expenses reimbursed by the university. One of its key principles is the prudent and judicious use of university-administered funds.

PROTECTION OF PRIVACY

[Policy 22.04](#) Compliance with Freedom of Information and Protection of Privacy Act

Employees are responsible for maintaining the confidentiality of general and personal information to which they have access during their course of employment with the university. This Policy stipulates compliance with the Freedom of Information and Protection of Privacy Act.

[Policy 32.10](#) Confidentiality of Student Records

This policy provides direction regarding release of information held in student records, including release to law enforcement officers, government departments, and students.

[Policy 41.04](#) Right of Access to Information

The university complies with all legal requirements concerning officers' rights of access to university records and information. This policy provides direction for referring officers' requests.

[Policy 43.10](#) Personnel (Personal) Files (Maintenance of)

This policy identifies those who have access to employee personnel files.

POST EMPLOYMENT RESTRICTIONS

Post-employment restrictions are not intended to limit academic career opportunities, or interfere with the academic pursuits of Presidents and Vice- Presidents. Should a President or Vice-President take an academic role, the post-employment restriction will not apply. The post-employment restrictions will be

a condition of the employment of a President or Vice-President solely for the purpose of preventing a conflict of interest and preventing the inappropriate use of confidential information to gain a commercial advantage.

For the purpose of the post-employment restriction for the President and Vice-Presidents, an “outside entity” means a person or entity other than a public sector employer as defined in Section 1 of the Public Sector Employers Act.

If the President or Vice-President had a substantial involvement in dealings with an outside entity on behalf of Vancouver Island University at any time during the year immediately preceding the end of his/her employment with Vancouver Island University then, for one year after the end of the President or Vice-President’s employment with Vancouver Island University, President or Vice-President must not:

- accept an offer of employment with, an appointment to the board of directors of, or a contract to provide services to, that outside entity, or
- provide consulting or other services to that outside entity, in connection with its dealings with Vancouver Island University.

Upon application from the President or Vice-President, the President, or the Vancouver Island University Board of Governors if the applicant is the President, may reduce the one-year restriction if, after considering the following, there is no actual conflict of interest or no significant risk of confidential information being used to gain a commercial advantage:

- the circumstances under which the applicant’s employment ended;
- the applicant’s general employment prospects;
- the significance to Vancouver Island University of information the applicant possessed by virtue of the applicant’s position with Vancouver Island University;
- the desirability of a rapid transfer of the applicant’s skills to an employer other than Vancouver Island University;
- the degree to which the new employer might gain unfair commercial advantage by hiring the applicant;
- the authority and influence the applicant possessed while employed by Vancouver Island University;
- the disposition of other cases.

The decision of the President, or the Board of Governors if the applicant is the President, on the application to reduce the one-year restriction shall be issued in writing within ten (10) working days of receipt of the application.

If the President reduces the one-year restriction for a Vice-President, the President shall report the change to the Board of Governors at the next regularly scheduled meeting.