

**CANADORE COLLEGE**  
**CORPORATE POLICY MANUAL**

**TITLE:** Conflict of Interest Procurement Protection for Volunteers

**EFFECTIVE DATE:** April 15, 2025

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**1. SCOPE**

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies all persons providing volunteer services to The Canadore College of Applied Arts and Technology (“Canadore” or “the College”), such as through membership of the Board of Governors, the Foundation, capital campaign cabinets, and all other volunteers who provide goods and/or services to the College.

**2. PURPOSE AND PRINCIPLES**

The purpose of this policy is to ensure that volunteers can compete in procurement processes for goods and/or services while respecting the integrity of the procurement process.

**3. POLICY**

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

3.2 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.

3.3 Individuals and their businesses that provide volunteer services to the College will be permitted to participate in the competitive process for goods and/or services as potential suppliers. .

3.4 Individuals and their businesses that provide volunteer services to the College will not receive any advantage over other individuals or businesses in the procurement process for goods and services.

- 3.5 Every attempt will be made to ensure that volunteers are not exposed to information that could provide them with 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.
- 3.6 This policy will be communicated to volunteer members of groups such as the Canadore College Board of Governors and to all competitors for goods and services as part of the procurement process.
- 3.7 Volunteer members listed above will be required to sign an acknowledgement of the Policy upon confirmation of their appointment (Appendix A).
- 3.8 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 B).
- 3.9 The Director of Finance and Controller is responsible for ensuring that this policy is administered within the procurement process for goods and services.

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 Board of Governors**

The Board of Governors is responsible for the initial approval of the policy and subsequent substantive amendments.

##### **4.2 President**

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented, and that compliance is monitored.

#### **5. EVALUATION**

This policy will be evaluated every three years as part of the Board's regular policy review.

**APPENDIX A  
CONFLICT OF INTEREST PROCUREMENT PROTECTION POLICY**

**DECLARATION FOR VOLUNTEERS**

I hereby acknowledge the content of the attached “Conflict of Interest Procurement Protection for Volunteers” policy from groups such as the Board of Governors, the Foundation, capital campaign cabinets, and all other volunteers who provide services to the College, and their businesses.

\_\_\_\_\_  
Name of Volunteer

\_\_\_\_\_  
Relationship to Canadore College

**APPENDIX B  
CONFLICT OF INTEREST PROCUREMENT PROTECTION POLICY**

**DECLARATION FOR COMPETITORS**

I/we \_\_\_\_\_ hereby  
acknowledge the content of the attached "Conflict of Interest Procurement Protection  
for Volunteers Policy" and declare:

that the following Volunteers are affiliated with the above organization as set out  
below:

Name of Volunteer	Relationship to Respondent
Name of Volunteer	Relationship to Respondent

**OR**

that none of the Volunteers in the published list are affiliated with the above  
organization.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Per: \_\_\_\_\_

\_\_\_\_\_  
Name and Position

I have authority to bind the corporation