

FAQs for the Board of Governors Website

We encourage you to review the information on the following website, which will be updated with additional training after July 1, 2019: https://www.ucalgary.ca/hr/code_conduct_faqs

GENERAL

When is the new university Code of Conduct effective?

- The revised Code of Conduct is effective July 1, 2019.

Does the Code of Conduct apply to me?

- Yes, the Code of Conduct applies to members of the Board of Governors and members of a committee of the Board, among others. Members of the Board and committees of the Board are called Volunteer Appointees in the Code.

The Board of Governors has its own Code of Conduct. Do I have to follow this one?

- Yes. As a member of the Board of Governors, you are required to follow both [the Board of Governors Code of Conduct](#) and the [University Code of Conduct](#).
- The Board of Governors Code of Conduct was recently amended and so we encourage you to review it.

Why was the university Code of Conduct modified?

- The *Conflicts of Interest Act* was extended by the Government of Alberta to public agencies, including over 20 post-secondary institutions, and sets out a number of specific items that had to be included in public agencies' codes of conduct.
- As such, the university was required to introduce a more comprehensive Code of Conduct to incorporate the items set out in the *Conflicts of Interest Act*.

Who approved the new Code of Conduct?

- The university's amended Code of Conduct was approved by the Alberta Ethics Commissioner, as required by legislation, and by the Board of Governors.

What has changed in the Code of Conduct?

- The most notable revisions to the university's Code of Conduct relate to concurrent employment and appointments, and to gifts and invitations to events and conferences.

CONCURRENT EMPLOYMENT AND APPOINTMENTS

Requirement to report

What is "concurrent employment" or a "concurrent appointment"?

- As a Volunteer Appointee under the Code, if you hold another job or appointment outside of the university for which you receive remuneration, that external position would be considered concurrent employment or a concurrent appointment.

Do I have to report unpaid appointments?

- No, you do not have to report unpaid appointments so long as the appointment does not give rise to an actual or perceived Conflict of Interest. If the appointment does give rise to an actual or perceived conflict, then you must submit a Conflict of Interest Disclosure Form to the Board chair or to the chair of your committee.

Do members of the Board of Governors and members of Board committees have to report their concurrent paid employment and appointments?

- Yes. Members of the Board of Governors must report in writing any concurrent employment or appointment to the Board Chair but do not need to have any concurrent employment or appointment pre-approved.
- Members of a committee of the Board who are not also members of the Board must report in writing any concurrent employment or appointment to the Chair of their committee.

Are there any exceptions to the reporting requirement for members of the Board of Governors and members of Board of Governors committees?

- No, there are no exceptions to the reporting requirement.

How do I report my concurrent employment or appointment?

- The university is revising the Board's conflict of interest disclosure form to include a section for Disclosure of Concurrent Employment and Appointments which will be available following the effective date of the Code of Conduct (July 1, 2019). It will be available on this site.

Who reviews reported concurrent employment and appointments for members of the Board and members of Board committees?

- The Board Chair must review each report submitted by a Board member to determine if the concurrent employment or appointment creates an actual or perceived Conflict of Interest.
- The Chair of a Board committee must review each report submitted by a committee member (who is not also a Board member) to determine if the concurrent employment or appointment creates an actual or perceived Conflict of Interest.

What happens if the Board Chair or Chair of a Board committee believes there is a perceived or actual conflict?

- The Chair must ensure that an appropriate plan is in place to manage the Conflict of Interest.

What are some examples of things I might do to manage the conflict?

- The Board of Governors' Code of Conduct in section IV. Rules Governing Conflicts of Interest, provides guidance for managing conflicts of interest.

What if it is determined that the Conflict of Interest cannot be appropriately managed?

- As a Volunteer Appointee, you must either resign from the Board of Governors or the committee of the Board or take steps to eliminate the actual or perceived Conflict of Interest and the steps taken to do so must be documented and agreed to by the Chair of the Board or the committee.

GIFTS AND INVITATIONS TO EVENTS AND CONFERENCES RECEIVED IN YOUR ROLE AS A BOARD MEMBER OR MEMBER OF A BOARD COMMITTEE

Gifts

Can I accept gifts from third parties (non-university) given to me as a member of the Board or a committee of the Board?

- Yes, but there are restrictions on the value and type of gifts.

What is the maximum value of a single gift that I may accept from a third party?

- The value of a single tangible gift from a third party cannot exceed \$250.

Can I accept more than one gift per year from a single third party source?

- Yes, you may accept more than one gift from a single source, but the maximum cash value limit for tangible gifts from one source in a calendar year is \$500.

Can I accept gift cards or money?

- No. Gift cards and money cannot be accepted.

May I accept a gift on behalf of the university?

- Yes. The dollar restrictions do not apply to gifts you accept on behalf of the university.

May I accept a gift from someone within the university?

- Yes, the Code of Conduct only governs gifts from third parties (non-university). For clarity, the Students' Union, the Graduate Students' Association, the Alberta Union of Provincial Employees, and the University of Calgary Faculty Association are all third parties and consequently the restrictions on gifts apply to gifts from those organizations.

If I receive a gift through a paid appointment or concurrent employment am I subject to the gifting rules in the Code of Conduct?

- No. The rules in the Code of Conduct relating to gifts only apply to gifts received by you in your role as a Board member or a member of a Board committee. If you receive a gift in association with your concurrent employment or appointment, the rules do not apply.

Who should I contact if I require advice with respect to a specific gift?

- A Board member may contact the Chair of the Board of Governors to provide advice in respect of a specific gift.
- A member of a committee of the Board who is not also a member of the Board may contact the Chair of their committee for provide advice in respect of a specific gift.

Can I request approval of an increase to the dollar limits with respect a gift?

- You may request an increase to the limit. However, it is unlikely that the Chair will approve an increase to the \$250 limit for a single gift, or to the \$500 cumulative limit from a single source.

What should I do if I receive a gift that exceeds the limits or includes a gift card or other cash equivalent?

- Please contact the person who gave you the gift, indicate that you are not able to accept it and return the gift to that person. Often, the person will offer to collect the gift.

Events

May I accept an invitation to attend an event from a third party if the invitation is received by me as a member of the Board or a committee of the Board?

- Yes, you may accept an invitation from a third party if the value of the event is \$500 or less.

Can I accept more than one event invitation from a single source in a year?

- Yes, however the cumulative maximum cash value limit for event invitations from a single source in a calendar year is \$500.

Is the dollar limit the same for everyone?

- The maximum amount for a single event and cumulative cash value of attendance at an event with a single donor or friend of the university is higher for the Chair of the Board of Governors, the President, Vice-Presidents, General Counsel, Associate Vice-Presidents, the Vice-Provost and Deans.

How would I know the value of the ticket that I've been offered to an event?

- You could ask the individual who has offered you the ticket and explain that the university has rules pertaining to the acceptance of gifts and event invitations. You might also look up the value on the internet or call the event provider.

If I am gifted a second ticket to an event for my spouse, do the Code of Conduct rules apply?

- Yes. The second ticket would be considered a gift to you and the value of both tickets (yours and your spouse's) would have to be \$500 or less.
- However, if your spouse was invited independently, though their job, that ticket would not be considered a gift to you.

Gifts related to speaking at a conferences

Am I permitted to accept a gift of the value of my expenses if, as a Board member or member of a Board committee, I am invited to speak at a conference?

- If you are invited to speak or participate in a panel at a conference, seminar, workshop or similar event and your speech or participation relates to your role as a Board member or member of a committee of the Board, you may be gifted the total value of the transportation costs, registration fees, accommodation, meals and related incidentals to a maximum of \$8,000.

Is there a limit to the cumulative cash value of the expenses I can accept as gifts when I participate in multiple conferences?

- Yes. The cumulative maximum value of transportation costs, registration fees, accommodation, meals and related incidentals that you can accept from a single source in a calendar year may not exceed \$16,000.

Does the cumulative maximum apply if I am invited to speak at seminars and conferences in the course of the year which are offered by different organizations?

- No. The \$16,000 cap is for participation at events offered by a single source. If you participate in various conferences put on by different organizations, the \$8,000 limit applies to each.

Does the cumulative maximum apply where various events are sponsored by the same organizations?

- Not necessarily. The sponsors of an event are not necessarily the event organizer. The limit applies to events/conferences organized by the same provider.

Who should I contact if I require advice with respect to an event or conference invitation?

- A Board member may contact the Chair of the Board of Governors for advice with respect to an event or conference invitation.
- A member of a committee of the Board who is not also a member of the Board may contact the Chair of their committee for advice with respect to an event or conference invitation.

Can I request approval of an increase to the dollar limits with respect to an event or conference invitation?

- Yes. A request to increase the limit may be made to the Chair of the Board or the Chair of your committee. You will be required to provide the decision maker with all material information pertaining to your request.

COMPLAINTS AND INVESTIGATING ALLEGED BREACHES

What are my responsibilities in respect of the Code of Conduct?

- Members of the Board and committees of the Board have a responsibility to conduct university activities ethically and to comply with the Code of Conduct and the Board Code of Conduct.

What happens if I fail to comply with my responsibilities under the Code of Conduct?

- Breaches of the Code of Conduct can result in discipline, up to and including termination of your role as a Board member or member of a committee of the Board.

What should I do if I think that someone else has breached the Code of Conduct?

- You should speak with the Chair of the Board about the alleged breach. The Chair will advise you on how to proceed.