

SAMPLE: Conflict of Interest Definition and Policies

From Toronto School of Art (TSA), *Personnel Policies Manual*, April 2007

Definition:

Conflict of interest is a broad term used to describe situation where the actions of a staff member actually or potential place her/his private and personal interests in competition with or in opposition to those of the Toronto School of Art. Examples include:

- Using his/her position, contacts, or knowledge in the organization for the personal gain of family or friends;
- Using equipment or property for personal benefit that would seem to be in competition with the school;
- Having a financial interest directly or indirectly in any contract, leave or other agreement of TSA;
- Accepting a position in an organization or group that directly conflicts or competes with the individual's role at TSA;
- Offering instruction or services that compete with TSA programs or services.