

administration • reference memo

- keywords:**
- **BOARD POLICY**
 - **PURCHASES FROM EMPLOYEES**
 - **CONTRACT WORK WITH EMPLOYEES**

1. Members of the administration, faculty or staff of the College shall not engage in contract work with the College for the supply of goods and/or non-educational services.
2. Where a member of the administration, faculty or staff is responsible for specifying or approving goods and/or non-educational services purchased by the College, she/he shall not have any financial or other personal interest in the transaction.
3. Any exceptional circumstance which requires a deviation from this policy must be approved by the Director of Supplies and Services and the Chief Financial Officer and Bursar.
4. The conduct of members of the Board is governed by By-law 202 with reference to the conflict of interest statement.

Adopted by Capilano College Board.