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HR Policy 28 - Conflict of Interest

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History of Changes

Release Number	Date	Description of Changes	Author(s)
1	1999-12-01	First Revision	
2	2019-01-30	Updated to new template, content updated to reflect policy on HR website (updated 2015-02-25).	Josie Farrell

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Distribution List: N/A

1 INTENT

It is TRIUMF's intent that its' employees do not engage in contract work with TRIUMF or TRIUMF affiliated companies for the supply of materials or services. Further to this, the following will apply:

1. A company controlled by a TRIUMF employee or his/her family, or by two or more TRIUMF employees or their families, or in which they have an interest, shall not enter into contract with TRIUMF for supply of materials or services without prior disclosure to the Director.
2. Where a TRIUMF employee is responsible for specifying or approving materials or services purchased by TRIUMF, he/she shall not have any financial interest or personal gain, direct or indirect, in the transaction.
3. Employees are not permitted to engage in any after hour work activities for any company with which TRIUMF has or has had a collaboration agreement or licensing agreement without the express permission of the Director. In addition, employees should not engage in any work activity with a company that is in the same business as those with which TRIUMF has had a collaboration agreement or licensing agreement without the express permission of the Director
4. Employees must disclose to the Manager of Human Resources any significant interest that they or a family member may have in any company that is a supplier of goods and services to TRIUMF.

2 RESPONSIBILITIES

i. It is the responsibility of every employee to abide by these terms.
ii. It is the responsibility of the HR department to ensure that all new employees sign the Conflict of Interest agreement when they are hired.
iii. It is the responsibility of the Director to authorize any work activities as outlined above.