

# Conflict of Interest Declaration Procedure

## 1. Introduction

The College of Acupuncturists of Alberta (the College) is responsible for regulating the Acupuncture Profession under the *Health Professions Act* (Act). The College is overseen by a Council, and the decisions of the Council and College operations must be viewed by regulated members, employees, and stakeholders as legitimate and protects and serves the best interest of Albertans.

Council members and employees must avoid any actual, potential, or perceived conflicts of interest that may cast doubt on the legitimacy of their decisions.

## 2. Purpose

The purpose of this procedure is to establish the actions required by members of the Council, Regulatory Committees, and College employees, to disclose any actual, potential, or perceived conflicts of interest and identify the steps that will be taken to manage conflicts of interest in order to effectively mitigate risk for the College.

## 3. Definitions

**Conflict of interest:** means any actual, potential, or perceived situation where an impartial observer might reasonably question whether the actions or decisions made by the person would be influenced by a consideration of the person's own financial or personal interest or that of a family member.

**Employee:** means a person engaged by the College to perform a service in accordance with an employment agreement.

**Appointed Member:** means an individual appointed to the Council and Regulatory Committees.

## 4. Procedure

4.1 Each Council member must conduct a conflict of interest self-assessment and complete, sign, and submit a *Conflict of Interest Declaration Form* upon appointment and every year thereafter. College employees conduct a conflict of interest self-assessment and complete, sign, and submit a *Conflict of Interest Declaration Form* upon employment and affirm annually thereafter. The form will be used to either identify the details of the actual, potential, or perceived conflict or indicate that no conflicts exist. The report is to be submitted as follows:

4.1.1 Council, Regulatory committee members, and the Executive Director/Register are to submit the report to the Council Chair.

- 4.1.2 Employees are to submit the report to the Executive Director/Registrar.
  - 4.1.3 The self-assessment report must be submitted within one month of the appointment of the member to the Council or employment with the College.
  - 4.1.4 If an individual becomes aware of a conflict of interest, they must immediately report the issue to the Council Chair or the Executive Director/Registrar, as appropriate.
  - 4.1.5 When the actual, potential, or perceived conflict of interest involves the Council Chair, the Chair will conduct a conflict of interest self-assessment and submit a report to the Chair of the Governance and Nomination Committee (GNC).
- 4.2 If a conflict of interest is declared, the Council Chair or Executive Director/Registrar will take appropriate steps to manage the conflict of interest to mitigate risk to the College.
- 4.2.1 The Council President/Chair will seek the advice of other Council members prior to determining how to proceed.
  - 4.2.2 The Executive Director/Registrar will seek the advice of the Council Chair prior to determining how to proceed.
  - 4.2.3 Where a conflict of interest is declared by the Council Chair, the Chair of the GNC will take appropriate steps to manage the conflict of interest and may seek advice of other Council members prior to determining how to proceed.
  - 4.2.4 The *Conflict of Interest Declaration Form* will be used to document the mitigating actions required and will be signed off by the individual making the declaration and the Council Chair, the Executive Director/Registrar, or the Chair of the GNC, as appropriate.
- 4.3 The conflict of interest will be managed in a manner that considers, serves, and protects the interests of the College and that can withstand the test of reasonable and independent scrutiny.
- 4.4 Contraventions of this procedure by a member of Council, and the Executive Director/Registrar will be addressed by the Council on recommendation of the GNC. When the issue of non-compliance involves the Council Chair, the matter will be addressed by the Vice Chair on the request of the Council.

## 5. Authority

This policy is established under the authority of Section 6 of the Act and Article 4.1 of the College bylaws.

## 6. Scope

This policy applies to appointed members and College employees.

## 7. Related Policies and Procedures

- G.1.1 Code of Conduct and Ethics Policy
- G.1.1.1 Code of Conduct and Ethics Declaration Procedure

## 8. Version History

Date	Notes
August 13, 2022	New procedure

## Conflict of Interest Declaration Form

I, \_\_\_\_\_ (printed name), hereby declare:

- no conflict of interest exists; or  
 the following actual, potential, or perceived conflict of interest exists:

**1. Description of the situation giving rise to the actual, potential or perceived conflict of interest:**

**2. Name of the company(s) or individual(s) involved with the actual, potential, or perceived conflict of interest:**

**3. Nature of personal interest or involvement with company(s) or individual(s):**

\_\_\_\_\_  
Signature of a Council member or employee

\_\_\_\_\_  
Date (DD/MM/YY)

**4. The following actions will be taken to mitigate the actual, potential, or perceived conflict of interest:**

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The undersigned hereby acknowledge the above noted actual, potential, or perceived conflict of interest and agree to the above noted actions to be taken to mitigate the actual, potential, or perceived conflict of interest.

\_\_\_\_\_  
Signature of a Council member or employee

\_\_\_\_\_  
Date (DD/MM/YY)

\_\_\_\_\_  
Signature of the Council Chair or Executive  
Director/Registrar

\_\_\_\_\_  
Date (DD/MM/YY)