



NAME	Conflict of Interest Policy		
TYPE	Quality Assurance – General		
STATUS	Final	VERSION	1
DATE APPROVED	3 November 2017	DATE REVISED	

Policy Statement

Members of the Quality Assurance (QA) Committee and Peer Assessors, should not participate in a matter where a conflict of interest exists or where a reasonable person would conclude that one exists. All members of the QA Committee and Peer Assessors have a duty to carry out their responsibilities to serve and protect the interest of the public. As such, they must not engage in any activities or in decision-making of any matters where they have a financial or personal interest, whether directly or indirectly.

Procedure

1. The College will conduct due diligence to ensure that individuals participating are free of conflicts of interest. These may be due to previous professional or personal relationships, or participation in other College matters.
2. Before proceeding with a QA meeting or matter, each individual participating will be provided an opportunity to declare any conflicts of interest.
3. Where a member of the QA Committee, or any individual appointed by it, has a conflict of interest or has reason to believe that it may be perceived, he or she must declare it immediately.
4. A conflict of interest can be identified by individuals' other than the individual themselves. The Chair of the QA Committee shall determine, based on the circumstances presented, if a reasonable person would conclude that a conflict of interest exists. If the determination is disputed, legal advice shall be sought on the matter.
5. Where a conflict of interest has been declared or identified, the Chair of the QA Committee shall:
 - a. Disqualify the individual from participating in the matter, and
 - b. Where the conflict arises as part of a meeting, ask the individual to leave the room or teleconference during the particular matter.
6. Decisions and actions taken shall be documented.

Legislative Context

CTCMPAO'S By-Laws Schedule 1, Code of Conduct for Members of the Council and All Committees.