

Guidelines for Serving on External Bodies as They Relate to BCIT

Category: Human Resources	Policy Number: 1502	Effective Date: 90-04-15	Related Policies: 1504
Approved By: President	Maintained By: Vice President, Human Resources	Amended: 03-07-02	Review Due: 05-09-13

For employees serving as officers and/or directors of companies, associations and other organizations that have dealings with the British Columbia Institute of Technology (BCIT, the Institute):

1. When employees serve in their **own right and not at the request of BCIT** as officers or directors of organizations the following notification requirements shall apply:

- a. **General Notice**

Employees shall notify the appropriate Dean or Vice President or in their absence the President; and

- b. **Potential Conflict Notice**

Where such organizations have or may have dealings with BCIT, employees shall declare in writing to the Chief Financial Officer, their interests in these dealings. Employees shall accept responsibility for all their actions resulting from such office or directorship.

2. When employees serve as officers and/or directors of **non-profit and/or commercial organizations at the request and with written agreement of the Institute, in which case they act as representatives of the Institute:**

All benefits, compensation, options and/or other considerations that accrue from such representation will be for the Institute. Any claims or judgments brought against such employees for actions resulting from such office or directorship will be the responsibility of the Institute and the Institute will assume all costs associated therewith provided that employees have acted honestly in good faith to the best of their ability, in the interests of the Institute.

Related Policies:

- Policy 1504, Standards of Conduct and Conflict of Interest