



HR.4.11.1 Conflict of Interest procedure

Schedule B: Outside Employment and Personal Business Ventures Application

SAIT employees must be free from conflict of interest, including actual, apparent or perceived, or potential conflict of interest, and from unethical behaviour when performing official SAIT duties. The dean/director (or designate) or vice president *may* approve outside employment or business activities upon the employee's written request. However, if the employee's work performance or behavior is adversely affected by the outside employment or business activity, the supervisor/manager may require the employee to immediately cease such activity. If there is an actual, apparent or perceived, or potential conflict of interest with SAIT, the employee must immediately cease to engage in a personal business venture.

Please complete the following and submit it to your supervisor/manager. Describe in detail the duties of your outside employment or business venture activities. Attach a separate sheet if necessary. All forms indicating any outside employment or business activities will be reviewed by the Conflict of Interest Review Committee for approval, and employees will be notified of the decision.

Employees acknowledge that the approval may be revoked at any time, if the business venture or outside employment appears to be or is in a conflict of interest with SAIT. Employees understand that failure to timely disclose outside employment or business venture, or a conflict of interest arising from such employment or business activity, or violation of the provisions of the policy or procedure in any manner is grounds for both immediate revocation of the authorization and is also grounds for discipline, up to and including termination of employment.

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1. Name: _____ (please print) School/Department: _____
 2. Job Title: _____ Supervisor/Manager: _____
 3. Name of outside employer or name of personal business venture: _____
 4. Duties of outside employment activities or describe in detail the personal business activity or service:

 5. Hours per week (*anticipated*) and when the outside employment will take place: _____
 5. What impact will the business activity or outside employment have on SAIT? _____

 7. Describe the types of clients to be served: _____

Employee Signature: _____ Date: _____
To capture all information - attach a separate sheet if necessary

Supervisor/Manager Signature: _____ Date: _____

Recommend the approval of the application

Disapprove application

Comments: _____

Chair, Conflict of Interest Review Committee Signature: _____ Date: _____

Approve application

Disapprove application

Comments: _____

The personal information that you provide to SAIT Polytechnic is collected under the authority of the *Post-Secondary Learning Act* and the ***Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c)***. The information will be used for the purpose of deciding whether a conflict of interest exists between you and SAIT. If you have any questions about the collection and use of this personal information, please contact SAIT's FOIP Coordinator at 403.284.8633