

Number:	FIN-303
Title:	Commercial Transactions with Members of Staff
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	October 23, 2024
Approved:	October 23, 2024 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

1. Objective

This regulation aims to avoid conflicts of interest between Saint Paul University and members of staff and to maintain a sound and equitable working environment.

2. Regulation

- 2.1 A member of the University staff is not permitted to offer services on a fee basis to the University other than for the work he is hired to do, in accordance with the regulations and collective agreements governing salary treatment and the related obligations.
- 2.2 It is not permitted to approve a transaction for oneself or a reimbursement of expenses to oneself. It is the supervisor's responsibility to approve them.