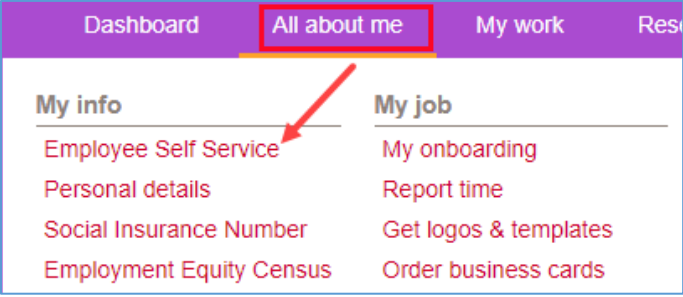





Online Conflict of Interest Disclosure	
Purpose:	The purpose of this document is to describe the steps to access, complete, and submit an online conflict of interest disclosure, including the final step to acknowledge after Senior Leader review.
Audience:	University of Calgary employees
Pre-requisites:	Ensure you understand the definition of Conflict-of-Interest and the associated rules, including the requirements for disclosure.
Related Resources:	University of Calgary's Code of Conduct Procedure for Conflict of Interest Procedure for Managing the Employment of Related Persons Procedure for Conflict of Interest - Commonly Asked Questions website
Step 1: Navigation 1. On the MyUCalgary portal, navigate to All about me → Employee Self Service	
2. Select the Conflicts of Interest tile on the Employee Self Service home page.	

Step 2: Start a new disclosure or continue an existing disclosure

If this is the first submission, the introduction page will open automatically. Otherwise, existing disclosures will be accessible to review, if completed, or continue, if in progress.

Select the "Start Process" button to initiate a new form or the "Continue" arrow to open an existing form.

You have the ability to initiate a process or access one of the processes already in progress.

Start Process

Status	Delete	Continue
Completed		>
Completed		>
Completed 6 of 8 Steps		>

Step 3: Enter your conflict of interest disclosure information

1. The introduction includes links to important information and resources. Click the "Next" button to continue.

The left side menu in the form provides quick navigation between the steps.

2. The Employee Declaration step is required before continuing with the process. Select the "Previous" button to return to the information links in the Introduction. Select the "I Agree" box and "Save" to continue.

Employee Declaration

I have read the Code of Conduct, the Procedure for Conflict of Interest, and the Procedure for Managing the Employment of Related Persons. I understand the definition of Conflict of Interest and the requirement for disclosure.

I Agree

Save

3. The Reporting Conflict step provides important information about the Conflict-of-Interest types and categories. Select the "Next" button to continue.

< Previous **Next** >

4. Select "Yes" or "No" to indicate which (if any) conflict categories are applicable, then Save Answers. Once the answers are saved, this section becomes read-only. If unsure, select "Yes" and provide details in the next step.

Conflict Categories

You must select "Yes" or "No" for each category to proceed to the next step. If unsure, select "Yes" and your leader will help you assess whether a Conflict of Interest exists. Once you save your selection, this section becomes read only.

*1. Do you have a real or perceived Conflict of Interest as defined in the Code of Conduct?

Yes
 No

*2. Do you have a Related Person Conflict of Interest as defined in the Code of Conduct?

Yes
 No

Save Answers

If there are no conflicts to declare, the process ends. No further action is required.

If a conflict is declared under one or both of the categories, the next step provides the opportunity to include relevant details and context.

New tabs will appear in the left menu, depending on the “Yes” and “No” selections in the previous step.

Conflict Details

● Visited

Related Person Detail

○ Not Started

5. If the conflict-of-interest category was selected in the Conflict Categories step, add the applicable details of the conflict.

Be sure to add as much detailed information about the conflict of interest as you are able. This will help you and your senior leader have a fulsome conversation about the conflict, and put a suitable conflict management plan in place.

You may include a proposed conflict management plan for discussion with your Senior Leader. Your leader may add or update the final conflict management plan details prior to approving. If the conflict is the same as one from a previous disclosure, select the “Copy data from previous disclosure” drop down and select the applicable disclosure. The fields will auto-populate but can also be edited. If there is more than one conflict to disclose, select + to add more rows. Drag the bottom right corners of the text boxes to expand and view multiple rows of content. Select the “Save” button. Updates can still be made up to the time of submission.

Conflict Details Save

Describe the circumstances of any actual or perceived Conflict of Interest. You are required to fully disclose all relevant information to enable your leader to assess if and how the Conflict of Interest can be managed. Information regarding Conflicts of Interest should include a description of:

- Job duties or activities relevant to the conflict (this includes your job duties and activities and any related person involved, whether for the University or for any related entity).
- The interests involved (i.e. the financial or personal benefit to you, or a related person or related entity). The key is to consider how you, or any related person or related entity could benefit or be perceived as benefiting as a result of your position at the University.

Describe your proposed Conflict Management Plan (optional). A proposed Management Plan should create separation between the interests involved. The plan will remove the private benefit and aim to eliminate the Conflict of Interest. Consideration must be given to the interest of the University related to upholding public trust and confidence. Note that your leader is responsible for approving any Management Plan and may make changes to your proposal.

You may copy the data from a previous disclosure for the current disclosure if the circumstances have not changed.

Copy data from previous disclosure ▼

Describe the Conflict of Interest including details of the Private Benefits	Conflict Management Plan
	+ -

6. If a the related person detail category was selected in the Conflict Categories step, select the type of relationship, and provide the related person details. Again, please include as much detail as you can.

Select the “Save” button. Updates can still be made up to the time of submission.

Related Person Detail Save

Describe the circumstances of any actual or perceived Related Person conflict. A Related Person is an individual who is directly associated with you and includes a parent, sibling, child, spouse, or domestic partner.

Select the relationship type (Formal and/or Functional) and add the applicable details.

- **Formal reporting relationships** include decision making authority over the formal terms of employment, performance reviews, discipline, compensation, and benefits. A conflict of interest may occur either at the time of hire, when there is a change in employment, or when there has been a change in the personal relationship during an existing employment relationship.
- **Functional reporting relationships** involve the supervision of day-to-day work tasks.

Describe your proposed Conflict Management Plan (optional). A proposed Management Plan should create separation between yourself and the related person as it relates to their employment, compensation and benefits, and their job duties. Consideration must be given to the interest of the University related to upholding public trust and confidence. Note that your SLT leader is responsible for approving any Management Plan and may make changes to your proposal.

You may copy the data from a previous disclosure for the current disclosure if the circumstances have not changed.

Copy data from previous disclosure ▼

Formal Relationship ◊	Functional Relationship ◊	Relationship to employee ◊	Full Name ◊	Conflict Management Plan ◊
No	No	▼		+ -

Step 3: Submit

Ensure that your disclosure is complete and accurate prior to submission. Once it is submitted it can be opened and viewed, **but it is no longer editable.**

Attestation and Submission

Prior to submitting this form, please review the Conflict Details and/or Related Person Details steps in the left menu to ensure the details entered are complete and accurate.

Once reviewed, add any relevant general comments, and select the **"Submit for Review"** button to submit this Conflict of Interest disclosure for review and approval by your Senior Leadership Team member.

General Comments

Attestation: I understand the requirements for disclosing Conflicts of Interest. The information I have disclosed in this form contains all material information relevant to the Conflict of Interest.

Submit for Review

Step 4: Pending Approval

Once submitted, the Approvals step displays the unique identifier for the form, the "Pending" status, and the name of the Reviewer (Senior Leadership Team member).

Conflict of Interest Review

UOC Conflict of Interest Disclosure -
UC CI 100212634 Pending

Reviewers

⌚ Pending

SLT Member
Conflict of Interest Approval >

Next Steps

Unless the conflict of interest and proposed management plan is very straightforward, you can expect to have a discussion with your senior leader. Once you have agreed on a conflict management plan, or that there is no way to manage the conflict and you must eliminate it, your leader will finalize the disclosure by "approving" the form (even if you are directed to eliminate the conflict) and the disclosure will route back to you for the final step.

It is important to acknowledge the SLT approval of the disclosure to complete the process. When the approval notification email is received, navigate back to the Employee Self Service home page, and select the Conflicts-of-Interest tile.

1. Select the "Continue" arrow to open the applicable form.
2. Carefully review the management plan/direction and the SLT comments to ensure accuracy before acknowledging. The form is read only. If further discussion or updates are required, it may be necessary to acknowledge the current form and submit a new form. If at any time the circumstances regarding the conflict change, submit a new form.

3. Select "I Agree" and Save. This completes the process for this submission.

Employee Final Acknowledgement

I have reviewed the final Conflict of Interest disclosure and Management Plan approved by my Senior Leadership Team member. I understand and agree to the requirement to implement the Management Plan as discussed and documented in the form.

If this is a final decision to deny the Conflict of Interest approval by my Senior Leadership Team member due to an unmanageable conflict, I understand and agree to the requirement discussed and documented in the form.

If at any time following the submission of the Conflict of Interest disclosure, there is any material change to the information I have disclosed in this form regarding the potential, perceived, or real Conflict of Interest or the employment of Related Persons, either by way of addition or deletion, I shall immediately submit a new Conflict of Interest disclosure form.

I Agree

Save

The Audit Details section displays the Date/Time Stamp for the acknowledgement.

Audit Details

User ID [Redacted]

Date/Time Stamp 2024/01/10 10:49:22AM