

3.2.8 Principles of Financial Conduct

Policy:

- A.1 The College of the Rockies is committed to fair and equitable treatment when dealing with its employees and suppliers.
- A.2 The College believes that public funds require an extraordinary degree of stewardship in order to maintain public confidence.

Procedures:

- B.1 The following principles will be adhered to by the College, its Board members, employees, and/or their agents:
 - a. Competitive suppliers of goods and services will have an equal opportunity for College business, as per the Government of BC Trade, Investment & Labor Mobility Agreement.
 - b. The College will endeavor to support regional business when price and quality are equivalent or competitive with non-regional business.
 - c. The solicitation and/or acceptance of gratuities will not be tolerated.
 - d. The College Purchase Order system shall be utilized to procure goods and services, as per Policy 3.2.2.
 - e. It is expected and demanded that personal business interests be separated totally from the College, such as the College will not condone the use of its resources for individual business or personal gain. This includes, but is not limited to, telephone usage, data communications, facilities, tools, and supplies.
 - f. The College will not compensate any employee beyond the terms of his/her individual contract or collective agreement, by way of perquisites or special arrangements. Such arrangements include but are not limited to personal loans, non-College travel and entertainment, the gifting of College supplies or equipment.
 - g. The College supports employee recognition for excellence and services. The expenditure of funds for these activities requires approval of the Executive Director of HR or the President in order to avoid the perception of a misuse of public funds.
 - h. The College is committed to exercising the spirit and intent of Federal, Provincial, and local legislation. These requirements, particularly in taxation matters, will supersede any individual interests.

- i. The College will not use its public funds to support other agencies or organizations of which the College is not a member.
- j. The College will ensure that it issues tax receipts for donations only at fair market value, and in cases where the donation is of direct benefit to the College.

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Amendment: (1)	January 2010	Concerning:	College Board and Employees
Manager Approval:	<i>Original signed by Dianne Teslak</i>	Title: Bursar	Date: <i>January 2010</i>
Board Approval:	<i>Original signed by Nick Rubidge</i>	Title: President/CEO	Date: <i>January 2010</i>