

Title of Policy	Principles of Financial Conduct
Policy Number	3.2.8
Category	3 – Financial Legal
Approval Body	College Policy Committee
Policy Sponsor	Vice President, Finance & Corporate Services
Operational Lead	Controller
Approval/Effective Date	January 2024
Proposed Date of Review	January 2029

## **CONTEXT AND PURPOSE**

The College of the Rockies (“the College”) is committed to fair and equitable treatment when dealing with its employees, suppliers, and other external stakeholders.

The College believes that public funds require an extraordinary degree of stewardship to maintain public confidence. This policy outlines the principles and expectations for the financial transactions at the College.

## **SCOPE**

This policy applies to all College funds including operating funds, special purpose funds, capital funds, research funds, and special trust funds. All College employees and Board members are bound by the policy.

## **POLICY STATEMENTS**

- A. Competitive suppliers of goods and services will have an equal opportunity for the College’s business, as per the Government of BC, Trade New West Partnership Agreement.
- B. College employees must not solicit or accept gratuities (as per Policy 1.1.5 Code of Ethics).
- C. College employees must adhere to the College Coordinated Purchasing System to procure goods and services (as per Policy 3.2.2 Coordinated Purchasing System).
- D. Employees must not use College resources for individual business or personal gain. This includes, but is not limited to, telephone usage, data communications, facilities, tools, and supplies.
- E. The College will not compensate any employee beyond the terms of their 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, and the gifting of College supplies or equipment.

- F. The College will not use its public funds to support other agencies or organizations of which the College is not a member.
- G. The College will only issue tax receipts for donations at fair market value as per CRA requirements, and in cases where the donation is of direct benefit to the College.

## **RELATED POLICIES AND SUPPORTING DOCUMENTS**

[3.2.2 Coordinated Purchasing - Policy](#)

[1.1.5 Code of Ethics - Policy](#)