



SUBJECT	Amendment to the <i>Code of Conduct and Conflict of Interest Guidelines for the Board of Governors</i>
SUBMITTED TO	Governance Committee
MEETING DATE	March 12, 2024
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	<p>Action requested—Final approval</p> <p>APPROVAL DEFERRED – DISCUSSION ONLY</p> <p>IT IS HEREBY RESOLVED that the Governance Committee, in accordance with authority delegated by the Board of Governors, approves an amendment to the <i>Code of Conduct and Conflict of Interest Guidelines for the Board of Governors</i> by adopting a new form of Schedule “C” (Conflict Disclosure) as set out in Appendix 1 to the briefing.</p>
LEAD EXECUTIVE	Hubert Lai, K.C., University Counsel
SUPPORTED BY	Jeffrey J. Lowe, K.C., COI Advisor to the Board of Governors Karen Hakkarainen, Board Secretary

PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Governance Committee.

EXECUTIVE SUMMARY

The Board has established a *Code of Conduct and Conflict of Interest Guidelines* (the Code) that define the standard of conducted expected of Governors, including with respect to conflicts of interest. Attached to the Code as Schedule “C” is a Conflict Disclosure document which is completed by each Governor.

A new Conflict Disclosure document was recommended by the Conflict of Interest Advisor to provide the Governors with greater clarity in identifying and reporting actual, potential or apparent conflicts of interest. The new Conflict Disclosure document was prepared by the Conflict of Interest Advisor and has been reviewed and approved by the University Counsel.

The new Conflict Disclosure Document includes the following:

1. confirmation if the Governor is a student, employee or faculty member of UBC;
2. details of all associations, organizations, clubs, bargaining units or other organized groups which are related to UBC and in which the Governor is involved;
3. whether the Governor lives on the UBC Campus;
4. whether the Governor has any Related Persons (as defined in the Code) who are involved in any activities or organizations which could create an actual, potential or apparent conflict of interest;
5. involvement in other organizations outside of UBC; and

6. any direct or indirect interest in any companies, groups or other organizations that have or will enter into a contract, transaction or other arrangement with UBC.

APPENDIX

1. Schedule "C" (Conflict Disclosure) to the *Code of Conduct and Conflict of Interest Guidelines for the Board of Governors*

Schedule "C" - Conflict Disclosure Statement

**THE UNIVERSITY OF BRITISH COLUMBIA
CODE OF CONDUCT AND CONFLICT DISCLOSURE STATEMENT GUIDELINES
FOR THE BOARD OF GOVERNORS**

(the "Code")

CONFLICT DISCLOSURE

To: *The University of British Columbia Board of Governors*

And To: *Conflict of interest Advisor
Board Secretary*

I, _____, acknowledge that it is my duty as a Governor to act, at all times, in the best interests of UBC and in accordance with the requirements set out in the Code, and that this duty includes the duty to recognize conflict of interest situations and to avoid or manage all actual, potential or apparent conflicts of interest in a manner that is consistent with the best interests of UBC and the Code.

In order to fulfill my obligations under the Code, I hereby provide the following information which will assist in the recognition, avoidance and management of any actual, potential or apparent conflicts of interest:

1.	Please check all that apply:	Yes	No
	(a) I am a student		
	(b) I am an employee		
	(c) I am a faculty member		
2.	If you are a UBC student, faculty member, staff member, or other UBC employee, please provide details of all associations, organizations, clubs, bargaining units or other organized groups which are related to UBC and in which you are presently involved or have been involved in the past and the type of involvement (e.g. member, director, officer, advisor):		
	(a) Name of group:		
	Type of involvement:		
	(b) Name of group:		
	Type of involvement:		

3.	I live on the UBC campus	Yes	No
4.	I do not have any Related Persons (as defined in the Code) who are involved in any activities or organizations which could create an actual, potential or apparent conflict with my duty as a Governor of the University.	True	False
	If false, please provide details: _____		
5.	I am involved in other organizations outside UBC (e.g. member, director, officer, advisor).	True	False
	If true:		
	(a) Name of organization:		
	- role in organization		
	- any known relationship with UBC		
	(b) Name of organization:		
	- role in organization		
	- any known relationship with UBC		
	(c) Name of organization:		
	- role in organization		
	- any known relationship with UBC		
6.	I do not have any interest, directly or indirectly, including any employment or professional interests, in one or more companies, groups or other organizations that have or will enter into a contract, transaction or other arrangement with UBC for the provision of goods, services,	True	False

	research, rentals or commercial activity of any kind.		
	If false, please provide details: _____ _____		

Confirmation and Signature

Please check one of the following:

(a) based on the information provided above, I do not, to the best of my knowledge, have an actual, potential or apparent conflict of interest;

- or -

(b) based on the information above, I may have an actual, potential or apparent conflict of interest and I will comply with the Code to manage or avoid this conflict of interest, the details of which I will provide to the Board Chair and the Board Secretary.

With my signature, I confirm that all of the information provided above is true, accurate and complete as of the date set out below and I acknowledge that I have an ongoing duty to disclose any actual, potential or apparent conflict of interest as soon as it arises and it is my responsibility to immediately provide an updated Conflict Disclosure.

Dated: _____ day of _____, 2024

Signature: _____