

Acknowledgement and Undertaking

Regarding Confidentiality and Conflict of Interest

Board of Governors, Board of Trustees and Committees



PART 1 – GENERAL UNDERTAKING

I acknowledge that, as:

- (a) a Governor on the Board of Governors of the University of Guelph (the "Board of Governors");
- (b) a Trustee on the Board of Trustees of the University of Guelph Heritage Trust Fund (the "Board of Trustees");
- (c) a Committee Member of a Committee of the Board of Governors or of the Board of Trustees (a "Committee");

I have read the relevant Board of Governors policy documents pertaining to conflict of interest and confidentiality.

I acknowledge that I must adhere to the highest level of conduct in carrying out my duties and responsibilities to the University, including acting honestly, in good faith and in the best interests of the University and disclosing all conflicts of interest as they exist or arise, and addressing such conflicts of interest, in accordance with relevant University by-laws and policies, as applicable. I acknowledge that, in carrying out my duties and responsibilities to the University, my obligation is to act in accordance with this Acknowledgement and Undertaking and with relevant University by-laws and policies, as applicable, while offering my perspective as an individual and, as applicable, as part of any constituency or constituencies of the University of which I am a part.

I undertake to keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant University by-laws and policies, as applicable.

Name:	Date:
Signature:	
If you are submitting this form electronically, please check the adjacent box as this, in conjunction with your typed name, represents your signature.	

Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest Board of Governors, Board of Trustees and Committees

PART 2 - DECLARATION OF CONFLICT OF INTEREST FORM

PREAMBLE

A real, potential or perceived conflict of interest of a Governor, a Trustee or a Committee Member arises where financial, professional or personal considerations may compromise, or have the appearance of compromising, the judgement of a Governor, a Trustee or of a Committee Member in carrying out his or her duties as a Governor, as a Trustee or as a Committee Member, as the case may be..

As a Governor, Trustee, or Committee Member you may be considered to have a conflict of interest:

- (i) when you hold a personal interest, whether direct or indirect, that you are aware of and in the opinion of a reasonably informed and well-advised person is sufficient to put into question your independence, impartiality, and objectiveness that you are obliged to exercise in the performance of your duties as a member of the Board of Governors, the Board of Trustees or a Committee (as applicable); or
- (ii) when you appear to have, in the opinion of a reasonably informed and well-advised person, a personal interest, whether direct or indirect, that is sufficient to put into question your independence, impartiality, and objectiveness that you are obliged to exercise in the performance of your duties as a member of the Board of Governors, the Board of Trustees or a Committee (as applicable).

A conflict of interest may arise in relation to personal matters including:

- directorships or other employment;
- interests in business enterprises or professional practices;
- share ownership;
- beneficial interests in trusts;
- existing professional or personal associations with the University;
- professional associations or relationships with other organizations;
- personal associations with other groups or organizations, or family relationships.

To assist in identifying real, potential or perceived conflicts of interest and, in so doing, to ease the operation of the Board of Governors, the Board of Trustees and Committees in the conduct of their work, all members of the Board of Governors, the Board of Trustees and Committees are asked each year to review the University's "Conflict of Interest Policy Regarding Board of Governors, Board of Trustees, and Committees" and to disclose any obligation, commitment, relationship or interest that may conflict or may be perceived to conflict with their duties as a member of the Board of Governors, the Board of Trustees or a Committee.i

Governors with questions about completion of the Undertaking are encouraged to contact the University Secretary or the Board Chair for assistance.

Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest Board of Governors, Board of Trustees and Committees

QUESTIONS FOR COMPLETION BY MEMBERS OF THE BOARD OF GOVERNORS, BOARD OF TRUSTEES AND COMMITTEES

1. A direct or indirect conflict with my duty as a member of the Board of Governors, the Board of Trustees or a Committee of the Board of Governors or of the Board of Trustees may arise because:

(i) I hold the following office(s) or position(s) (employed, appointed or elected):

(ii) I, or any trustee or any nominee on my behalf, own or possess, directly or indirectly, the following interest(s):

2. It is my view that the nature and extent of the conflict arising out of the above-mentioned office(s), position(s) or interest(s) is (are):

Name:	Date:
Signature:	
If you are submitting this form electronically, please check the adjacent box as this, in conjunction with your typed name, represents your signature.	

UNDERTAKING FORM APPROVED BY THE BOARD OF GOVERNORS, APRIL 14, 2010

N:\Governance\Conflict of Interest & Confidentiality\Undertaking of Confidentiality and Conflict of Interest Form - April 2010.docx

¹ In requesting this information, the University acknowledges its responsibilities to protect the privacy of personal information. Personal information that you provide in completing the form below is collected under the authority of The University of Guelph Act (1964) (as amended). It is collected for the purpose of administering the conflict of interest by-laws of the University of Guelph's Board of Governors. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA"). If you have questions about the collection, use and disclosure of personal information, you are encouraged to speak directly with the Chair of the Board of Governors or to the University Secretary.