

Conflict of Interest Disclosure Phone Line Information Page

The Employee wishing to report a Conflict of Interest in accordance with the *Policy on Conflict of Interest (BD-4)* may do so either in writing with the mention “*Strictly confidential – To be opened by addressee only*” or by leaving a voice mail message with their name and contact information in the appropriate private voice mail, as set out below.

Any report of Conflict of Interest made against:

- a) an immediate supervisor or unit head shall be made to the Secretary-General at (514) 848-2424 extension 4822 or to the President at (514) 848-2424 extension 5866;
- b) a Dean shall be made directly to the Secretary-General at (514) 848-2424 extension 4822, who shall refer the matter to the relevant Vice-President;
- c) a Vice-President shall be made directly to the President at (514) 848-2424 extension 5866; or
- d) the President shall be made directly to the Chair of the Governance and Ethics Committee at (514) 848-2424 extension 5811.