

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## EMPLOYMENT RESTRICTIONS EXECUTIVE and SENIOR ADMINISTRATIVE EMPLOYEES

### WHILE EMPLOYED BY UNBC

As an Executive or Senior Administrative Employee with significant financial, policy and decision making authority, you must not allow yourself to be influenced in carrying out your employment responsibilities by prospects for, or an offer of employment with, or remuneration or other reward from, an Outside Entity. An Outside Entity is a person or entity other than a Public Sector Employer as defined in section 1 of the B.C. *Public Sector Employers Act*.

You must immediately disclose to the Vice-President to whom you report, or in the case of Executive Employees, to the President, or in the case of the President, to the Chair of the Board of Governors, any offer of employment from an Outside Entity, if such offer does, or could, jeopardize your impartiality or place you in a conflict of interest situation.

### AFTER LEAVING UNBC

**Confidential Information:** If your employment at UNBC ends, for any reason, you must not disclose confidential information that you obtained through your employment.

**Restrictions on Employment:** If you had substantial involvement in dealings with an Outside Entity at any time during the year immediately preceding the end of your employment then, **for a year after the end of your employment, you must not:**

- accept an offer of employment, an appointment to the Board of Directors or a Contract to provide Services to that Outside Entity;
- lobby or otherwise make representations for that Outside Entity, to UNBC;
- counsel that Outside Entity, for its commercial purposes, concerning the programs or policies of UNBC, and;

**Until one year after your employment at UNBC ends, you must not:**

- lobby or otherwise make representations for any Outside Entity to UNBC;
- act for an Outside Entity in connection with any ongoing proceedings, transaction, negotiation or case in which the Outside Entity and UNBC are involved if you, during your former employment with UNBC acted for or advised UNBC concerning the proceedings, transaction, negotiation or case, or if, acting for the Outside Entity if that connection would result in the receipt by the Outside Entity of a private or commercial benefit or of any benefit not for general application.

**Reduction of One-Year Limitation**

*\* The Head of the BC Public Service Agency in consultation with the Chair of the Board of Governors of UNBC may reduce the one-year restriction, upon your application, after considering the following:*

- Circumstances under which your employment ended;
- Your general employment prospects;
- Significance to UNBC of information you possessed by virtue of your position with the University;
- Desirability of a rapid transfer of your skills to an Employer other than UNBC;
- Degree to which the new employer might gain unfair commercial advantage by hiring you;
- Authority and influence you possessed while employed by UNBC, and;
- Disposition of other cases.

*I have read, and I understand the restrictions contained in this document.*

*Further, I understand that my obligations with respect to confidentiality and the restrictions on employment survive the termination of my employment at UNBC.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

