

## STAFF POLICY ON CONSULTING AND FREELANCING

**Policy Number** (if applicable):

**Approved by:** The President

**Date of Most Recent Approval:** May 20, 1997

**Revision Date(s):**

**Position Responsible for Developing and Maintaining the Policy:** Assistant Vice-President, Human Resources Services

**Contact Department:** Human Resources Services

### PREAMBLE

The purpose of this policy is to assist University staff to understand the responsibilities and freedom associated with the provision of consulting and freelancing services to external clients.

### DEFINITIONS

For the purpose of this policy, the terms herein shall have the meaning set forth in the definition below:

"Consulting and Freelancing" mean the provision to another external organization of expert advice, counsel and/or recommendations or other service based on the professional training and experience of the staff member, which is provided or conducted outside the normal duties of the staff member, and for which that staff member will be compensated by the client organization. Personnel Subject to this Policy

All non-academic staff of the University are subject to the policy.

### POLICY

Any and all external consulting including that for other post-secondary education institutions will be subject to the express permission of the Vice President or department head. Such permission must be requested in writing in advance of the assignment, and must identify the applicable start and end dates and the amount of time to be dedicated to the assignment.

All consulting activity is considered to be the personal business of the individual, and must not therefore involve McMaster University. The views expressed, opinions provided and recommendations made are those of the consultant and do not reflect in any way the position of McMaster University.

All financial arrangements will be made between the client and the consultant. Written communication between the consultant and client will be conducted on private letterhead and all costs associated with the consulting activity will be directly born by the consulting employee including but not limited to administrative costs, word processing, postage, telecommunications, fax, and travel.

Consulting activities will be conducted on personal time (e.g. unpaid leave, vacation, week-ends or after hours).

Any consulting activity which requires the use of University facilities and supplies will be charged to the consultant. In such a case, the consultant will be responsible for obtaining prior approval from the Vice President or department head, for use of McMaster supplies and facilities based on a written statement as to the nature of the expense to be incurred.

Any freelancing services provided by University staff will be conducted on personal time, will not involve McMaster University in any manner whatsoever, and shall not interfere with normal work routine and resources.

### CODE OF ETHICS

University employees covered by this policy:

Will not undertake consulting or freelancing activities which will interfere with the satisfactory fulfilment of his or her University responsibilities.

Will not use University facilities or services for consulting activities without express prior permission and an agreement to fully reimburse the University for assumed costs.

Will not use University funds to pay for their consulting expenses.

Will not undertake consulting or freelancing projects which create a potential conflict of interest with McMaster University. If in doubt, the employee will consult with the department head and/or Vice President.

Will not disclose any confidential or proprietary information about activities or operations of McMaster University.