

Policy 10 CONFLICT OF INTEREST

Employees, contractors and trustees are obligated to avoid situations that could place them in a conflict of interest. This obligation demands that there not exist, nor seem to exist any conflict between the private interests of employees, contractors and trustees and their responsibility to the Division.

1. This policy applies to trustees and other persons employed or contracted by the Board.
2. The Superintendent is responsible for:
 - 2.1 Ensuring that all employees and contractors adhere to the policy;
 - 2.2 Reviewing conflict of interest situations and interpret and apply this policy as appropriate; and
 - 2.3 Keeping the Board informed of all conflict of interest situations and resolutions of them.
3. The spouse or any other relative of an employee may work in the Division, provided there is no favoritism. Should there be a conflict of interest, the situation will be referred to the Superintendent, or designate for resolution.
4. An employee or contractor is prohibited from being in direct supervision of his or her spouse or other relative. For purposes of this policy, direct supervision includes:
 - 4.1 performance evaluation;
 - 4.2 assignment of duties; and
 - 4.3 approval of requisitions
5. Employees and contractors are responsible for exercising reasonable care to ensure that they avoid conflict of interest situations. A conflict of interest arises when an employee or a contractor, because of knowledge, responsibilities or authority associated with the individual's position with the Board is perceived as, directly or indirectly, providing benefit to:
 - 5.1 The individual;
 - 5.2 A member of the individual's immediate family; and
 - 5.3 A business or an organization in which that individual, or a family member, has an interest or holds a position.
6. Examples of situations that may be construed as a conflict of interest include:
 - 6.1 Accepting meals, entertainment, trips, flights, hotel accommodation or car rentals from any individual or organization with which the Board does business;
 - 6.2 Giving a gift or favor other than nominal value to any individual or organization with which the Board does business or plans to do business;

- 6.3 Soliciting or receiving any gift, prize, donation or sponsorship amount from any third party as a participant in, or organizer of, a charitable, recreational, cultural or social activity which is associated with, or uses the name of the Board;
 - 6.4 Using Board time, facilities or information for one's personal gain;
 - 6.5 Pursuing personal gain by using the time materials or facilities of those doing business or seeking to do business with the Board;
 - 6.6 Acquiring ownership or any significant financial interest in an organization with which the Board does business, or in anticipation of its doing business with the Board;
 - 6.7 Using one's influence or authority to gain a benefit for any relative or friend, including an offer of employment; and
 - 6.8 Using one's influence or authority as an employee of the Board to solicit contributions from the employer's business contacts towards charitable, recreational, cultural or social associations.
7. Where an employee or contractor is in an actual, perceived or potential conflict of interest, he/she must:
- 7.1 Must provide his/her supervisor and the Superintendent a written disclosure that identifies the nature and extend of the conflict of interest and;
 - 7.2 Must refrain from acting in connection with conflict of interest unless, the Superintendent has provided written authorization.
 - 7.3 May be subject to disciplinary action if he/she is in breach of this policy.
8. Should the employee or contractor be in a disagreement with the Superintendent's ruling, the employee may request that the ruling be reviewed by the Board.

Reviewed: February 2014, April 2019

Approved: June 23, 2014 May 27, 2021 November 28, 2024