



EMPLOYEE CONFLICT OF INTEREST

1.0 Rationale

- 1.1 To establish the parameters for employee conduct regarding possible conflict of interest situations.
- 1.2 To provide guidelines for the Board employees concerning conflict of interest regulations in accordance with the Education Act, sections 217 and 286

2.0 Definitions

Conflict of Interest encompasses situations in which the personal or private interests of an employee (or the employee's family or business associate) conflict with the interests of the Board or when there is a reasonable basis for the perception of such conflict.

Community partners: Members of school councils, parent councils, student councils and volunteers.

Immediate family: A spouse (including common-law or same-sex), child, sibling, parents, spouses' parents, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-child, step-sister, step-brother, step-parent, any other person who is related by blood, marriage or adoption or who resides in the same household.

3.0 Policy

- 3.1 Employees of the Board occupy a position of great public trust and they are expected to conduct business with personal integrity, Ethics, honesty and diligence in the performances of their duties.
- 3.2 Employees shall support and advance the interests of the Board and to avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Board or may affect their ability to exercise skill and good judgment on behalf of the Board in the performance of their duties.
- 3.3 Where employees (or their family members) have a personal or financial interest that might present a conflict of interest in connection with their duties as Board employees, they shall report this conflict, in writing, to their Director of Education or Superintendent of Business & a log will be maintained by both.
- 3.4 Where employees are family members or business associates and one employee has or may have a supervisory responsibility in respect to the other, each shall report their conflict, in writing, to the Director of Education/designate. The Director will determine a solution.
- 3.5 An employee who fails to comply with the terms of this policy and the operational procedure may be subject to disciplinary action up to and including dismissal.