

Conflict of Interest

Policy 4140

11/06/84

Revision Date: February 24, 2017

The Board of Education believes that every employee is first and foremost in the employ of the Board to further the education of students in the District. Employees are expected to keep their role as private citizens separate and distinct from their responsibilities as employees of the Board.

A conflict of interest may exist when an employee engages in an enterprise from which profits are accrued through access to privileged information and/or relationships. Employees are expected to request a determination from the Superintendent before engaging in any activity which might reasonably raise questions about a possible conflict of interest.

Guidelines

Personal or Financial Conflict of Interest

1. During working hours, or at the worksite, employees shall not engage in any activity outside their regular related employment duties that either involves or promotes their business interests or those of their family.
2. Employees shall not utilize school or district resources, time, equipment or facilities in any aspect of the business endeavours.
3. Employees shall not use their position to promote their business to students.
4. Employees shall not receive any additional fees or compensation for teaching, tutoring, counseling, coaching, acquiring supplies or other related services provided to students under their individual care.
5. Employees may not advance one's own personal or financial interests if such actions:
 - 5.1 interfere with the performance of their duties as an employee of the district
 - 5.2 bring the district into disrepute
 - 5.3 represent a conflict of interest or create the reasonable perception of a conflict of interest
 - 5.4 appear to be an official act or to represent district direction or policy
 - 5.5 involve the unauthorized use of work time or district premises, services, equipment, or supplies to which they have access by virtue of their employment or
 - 5.6 gain an advantage that is derived from their employment with the district

- 5.7 The above employee restrictions on either working relationships or business conflict of interest may be waived provided that the Superintendent is satisfied that the employer's interest are not compromised.
- 5.8 Decisions taken in 5.7 are appealable to the Board of Education as per Bylaw #2 Appeals.

Compromising Situation – Gifts

- 6. Employees shall not place themselves in a situation where they are under obligation to any person or organization who might benefit from, or seek to gain, special consideration or favour.
- 7. An individual employee shall not, either directly or indirectly, demand or accept a gift, favour, or service from an individual or organization which may compromise or be perceived to compromise impartial decision-making.

Hiring and Evaluating Employees

- 8. No supervisor shall be directly responsible for hiring or formally evaluating an employee who is a member of his/her family.
- 9. No employee shall request a Teacher Teaching On Call, substitute, or replacement worker who is a member of his/her family.

Publication and Copyright

- 10. Employees may acquire ownership of publication and copyright provided that no unauthorized school or district resources, time, equipment, or facilities have been utilized in the preparation, testing, piloting, publication, or promotion of the material.
- 11. Employees who wish to utilize school or district resources, time, equipment, or facilities in preparation, testing, piloting, publication and/or promotion of the material shall request approval from the Superintendent.