

CONFLICT OF INTEREST

- (1) In order to minimize any potential conflict of interest situation, the employee should discuss the matter with the superintendent or designate. A written opinion from the superintendent or designate will provide protection against disciplinary action.
- (2) All personnel in the employ of the board shall exercise the greatest care that neither their influence with their pupils nor their position on staff shall be used for personal advantage nor to promote the commercial or partisan interest of any person, business, or institution.
- (3) The following examples may place an employee in a conflict of interest situation:
 - (a) An activity for personal financial gain or employment outside the division that involves any of the following:
 - using time paid for by the division;
 - causing an adverse effect on performance of duties with the division;
 - using school division resources for the activity;
 - providing professional support to a student of the division.
 - (b) Soliciting or accepting gifts, considerations, prizes or hospitality other than those of a token nature from any person, firm or corporation with whom the division does business.
 - (c) Using association with the division or privileged school division information for the financial gain of a family member, friend, or self.
 - (d) Seeking to obtain preferential treatment from the division for a family member, friend, or commercial enterprise in which the employee, a family member or friend has a financial interest;
 - (e) Recruiting, selecting, or retaining a family member or influencing another employee to recruit, select or retain a family member (please refer to policies on hiring staff);
 - (f) Submitting a tender where the division has entered a competitive bid or tender to provide services; an employee, individually or in a controlling interest of a company, may not submit a tender in competition without first resigning employment;
 - (g) There should be no conflict of interest in the supervision or evaluation of employees. At no time may any administrator be directly responsible for the supervision or evaluation of a family member.
- (4) Pedagogical materials or any other products developed by any person employed by or under contract with the division using divisional resources (such as time at work, grant monies, data, etc.) shall become the property of the division. Revenues derived as a result of the development of any such product belong to the division, unless there is a specific agreement that states otherwise.

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- (5) Exceptions to this policy will be made by the superintendent or designate with the explicit acknowledgement of the board of trustees.

Effective Date: April 5, 2005
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Board Motion(s): 181/05; 185/12
Legal/Cross Reference:

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