



## Policy 18

### Conflict Of Interest - Staff

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The effective management of the Division is facilitated by employees avoiding situations which could be construed as placing themselves in a conflict of interest. This obligation demands that there not exist, nor seem to exist, conflict between the private interests of employees and their responsibility to the Division and the community.

#### **Specifically**

1. This policy applies to all persons employed or contracted by the Board.
2. The Superintendent is responsible to:
  - 2.1 Ensure that all employees are familiar with and adhere to this policy;
  - 2.2 Review conflict of interest situations and interpreting and applying this policy as appropriate; and
  - 2.3 Keep the Board informed on all conflict of interest situations and their resolution.
3. Employees are responsible for exercising reasonable care to ensure that they avoid conflict of interest situations.
4. Where employees find themselves in an actual, perceived or potential conflict of interest, the individual employee must:
  - 4.1 Disclose in writing to their supervisor and the Superintendent the nature and extent of the conflict of interest; and
  - 4.2 Refrain from acting in connection with the conflict of interest unless, and to the extent that, the Superintendent may in writing otherwise permit.
5. Where there is a disagreement with the Superintendent's ruling, the employee may request that the ruling be reviewed by the Board, in accordance with Board Policy 13 – Appeals.
6. An employee who is in breach of this policy may be subject to disciplinary action.



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7. A conflict of interest arises when an employee, because of knowledge, responsibilities or authority associated with the employee's position with the Board is perceived as, directly or indirectly, providing benefit to:
  - 7.1 Themselves personally; or
  - 7.2 A member of the employee's family, or
  - 7.3 A business or an organization in which that employee, or a member of the employee's family, has an interest or holds a position.
  
8. Examples of situations that may be construed as a conflict of interest are as follows:
  - 8.1 Accepting lavish meals, entertainment, trips, flights, hotel accommodation or car rentals from any individual or organization with which the Board does business;
  - 8.2 Giving a gift or favor of other than nominal value to any individual or organization with which the Board does business or plans to do business;
  - 8.3 Soliciting or receiving any gift, prize, donation or sponsorship of any 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;
  - 8.4 Using Board time, facilities or information for one's personal gain;
  - 8.5 Pursuing personal gain by using the time, materials or facilities of those doing business, or seeking to do business, with the Board;
  - 8.6 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;
  - 8.7 Using one's influence or authority to gain a benefit for any relative or friend, including an offer of employment; and
  - 8.8 Using one's influence or authority as an employee of the Board to solicit from organizations, with which the Board does business, contributions to charitable, recreational, cultural or social associations.

Legal Reference: Section 60, School Act – RSA 2000