

Light of Christ RCSSD #16

Administrative Policy No. 710

Adopted: Sept. 2011

CONFLICT OF INTEREST

General

Light of Christ RCSSD #16 believes that all employees occupy positions requiring public trust and confidence and are expected to discharge their duties and responsibilities professionally, and impartially.

In discharging their duties, all personnel in the employ of the School Division shall exercise the greatest care that either their influence with their students nor their position on the staff shall be used for personal gain or to promote the commercial or partisan interests of any person, business, or institution.

Where an employee believes that exceptional circumstances exist or that a conflict of interest could exist or is likely to arise, the employee shall consult with his/her immediate supervisor.

If the supervisor agrees that there are exceptional circumstances or that a conflict exists or could arise, the supervisor shall notify the Director of Education or designate.

Definitions

1. Conflict of Interest is defined as any direct or indirect interest in, connection with, or benefit from outside activities, especially business activities, involvement in which might adversely affect the School Division, or benefit the employee directly or indirectly as a result of the employee's position or connection with the School Division, including the use of School Division materials, personal contacts, knowledge or time during the workday for personal profit or gain.

A Conflict of Interest exists when an act to further the personal interest of an employee has a negative effect on Light of Christ RCSSD #16.

2. Employee refers to all persons who are currently engaged in active employment with Light of Christ RCSSD #16 regardless of employment status (e.g. full-time, part-time, permanent, term, or contract).
3. Family Member is as defined under the Income Tax Act and includes a spouse, child, grandchild, parent, parent-in law, son/daughter-in-law, brother, sister, brother/sister-in-law, or anyone for whom the employee stands in loco parentis.
4. Immediate Relative shall mean spouse, father, mother, sister, brother, son or daughter.

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Conflict of Interest Situations

The following situations may place an employee in a conflict of interest situation:

1. Involvement in an activity outside the Light of Christ RCSSD #16 for personal financial gain, employment that uses time paid for by the Division (i.e., workday), has an adverse effect on performance of duties for the School Division, or uses School Division resources for the activity.
2. Soliciting or accepting gifts, considerations, prizes, hospitality, other than those of a modest nature, from any person, firm or corporation with whom the School Division does business. This does not include teachers receiving small gifts from students or attendance of staff at events in appreciation of their services.
3. Using association with the School Division or the advantage of privileged information for the financial or other gain of a third party.
4. Seeking to obtain preferential treatment from the School Division for a relative, friend, or commercial enterprise in which the employee, a relative, or a friend has a financial interest.
5. Recruiting, selecting or retaining a relative for employment if in a position of authority.
6. Influencing another employee to recruit, select, or retain a relative.

Employee Responsibilities

The onus is on each employee to anticipate and to avoid conflicts of interest, including situations that could give the appearance of being in conflict with the School Division's interest.

1. No employee shall act as agent for any person in the sale of or in promoting the sale of any book, equipment, furniture, apparatus, stationery or any other item for use in a school.
2. No employee shall receive any remuneration or other compensation for any such sale or for promoting any such sale as outlined in Section 1.
3. No employee shall have an interest, direct or indirect, in any supplier to the Division which might:
 - Produce personal gain
 - Detract from the time and energy which such employee ought to devote to his or her duties on behalf of the School Division
 - Cause embarrassment to the School Division
 - Leave the employee open to pressure that might affect the interests of the School Division.

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4. No employee shall accept any gift, reward, benefit, or favor which could reasonably be construed as an incentive to encourage the employee to use his or her influence with students, parents, staff or other persons associated with the School Division for the purpose of patronizing any commercial enterprise or obtaining preferential treatment for persons, agents or organizations in their dealings with the School Division, including suppliers, consultants and contractors.
5. No employee shall conduct non-School Division business on School Division time, or use School Division equipment, resources, including financial, technical or human resources, or facilities, including communications channels, to promote or benefit personal business, political or religious interests, unless prior approval has been obtained, in writing, from the Director of Education or designate.
6. No employee shall use School Division property, including automated resources (e.g. computers, industrial arts equipment), for any purpose not explicitly approved by the School Division. All software and other material developed by employees of the School Division in the course of their employment during the workday or provided by third parties shall be treated as property of the School Division, including computer disks in an employee's custody. Any unauthorized copying of proprietary material, including but not restricted to computer disks, video tapes, and software may place the School Division in breach of copyright laws, and is strictly prohibited.
7. No employee shall supply names, addresses and/or telephone numbers of students, parents/guardians or employees to outside interests, or use this information for their own purpose.
8. No employee shall use or transmit non-public information or use knowledge gained from School Division business for any personal business transaction before that information becomes public, or transmit such knowledge to any persons outside the School Division or to other employees of the School Division who do not need to know such information in the performance of their work. Employees who are unsure whether a particular piece of information is non-public in nature shall seek direction from their immediate supervisor.
9. No employee shall accept gifts, favours, fees, stipends, reduced or free goods or services or a benefit of any kind from an individual or company which provides goods or services to the School Division, or which is seeking to provide goods or services to the School Division, where the employee is in a position to influence such dealings. This provision does not preclude employees from accepting gifts or honoraria of modest value for services rendered in the course of their duties such as for speaking engagements or for accepting passes to accompany students on excursions or field trips which are in direct support of the event. Any such gift, honorarium or pass which exceeds an estimated value as established from time to time by the Director of Education shall be declared with the Director of Education or designate.