



## Administrative Procedure 413

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# CONFLICT OF INTEREST

### Background

All employees of the Division shall avoid conflict of interest situations.

### Definitions

Associate means individual or organization with whom employee has any personal or pecuniary interest.

Conflict of interest is a situation of an employee whose private interests, or the private interests of a relative or an associate, might benefit from the employee's actions or influence as an employee of the Division.

Division facilities include schools, buildings other than school buildings, grounds, equipment, furniture, and materials.

Relative means child, sibling, parent, parent-in-law, or spouse.

### Procedures

1. All employees shall acquaint themselves with the Code of Professional Conduct or Ethics of their respective association.
2. Employees will not use organizational privileges for private gain.
3. Business dealings, on behalf of the Division, by an employee of the Division with relatives or associates of that employee, are not acceptable.
4. Employees shall not accept outside employment or unpaid positions that place them in conflict of interest situations.
5. Employees shall not engage in outside activities, for which compensation is received, during their regular Division work hours.
6. Employees shall not sell products or services from outside activities back to the Division.
7. Use of Division facilities for private or personal business is prohibited.
8. Employees who find themselves in a potential or actual conflict of interest have a duty to notify their supervisor immediately upon becoming aware of such potential or actual conflict.



9. The acceptance of gifts, benefits or unusual hospitality by employees of the Division is not permitted if it could, in the opinion of the Division, interfere with or influence the objective performance of an employee's duties. Employees shall not accept gifts, benefits or unusual hospitality that are connected directly or indirectly with the performance of their duties, from any individual, organization or corporation, other than:
  - a) The normal exchange of gifts between friends including gifts from students;
  - b) The normal exchange of hospitality between persons doing business together;
  - c) Tokens exchanged as part of protocol; or,
  - d) The normal presentation of gifts to persons participating in public functions.
- 9.1 Further to the above, employees shall not accept gifts in excess of \$250, gifts of accommodation or gifts of travel. Employees may accept gifts of accommodation or travel where the purpose of the gift is to provide professional development opportunities that will benefit both the employee and the Division. Requests to accept gifts of accommodation or travel for this purpose shall be forwarded to the Superintendent, Human Resource Services for approval.
- 9.2 No employee shall accept on behalf of the Division or for use by the Division any fee, gift or other benefit which may provide or be perceived as providing the individual, organization or corporation providing the gift with an advantage in obtaining future business with the Division. Gifts may include gifts to other organizations in the name of the Division. All offers of this nature must be referred to the Chief Superintendent prior to the acceptance of the gift.
- 9.3 Questions regarding the interpretation of this Administrative Procedure shall be referred to the Superintendent, Human Resource Services.
- 9.4 Amounts included in this Administrative Procedure shall be reviewed on an annual basis.
- 9.5 In the event that an employee believes that a gift has been received or provided in contradiction to this Administrative Procedure, the employee shall provide the details to the Superintendent, Human Resource Services. The Superintendent, Human Resource Services shall investigate the facts surrounding the claim and provide a report to the Chief Superintendent.
- 9.6 Employees who do not comply with any provisions of this Administrative Procedure may be subject to disciplinary action, up to and including the termination of their employment.

Adopted: April 3, 2000

Reviewed/Revised: June 12, 2002, June 28, 2013, June 30, 2017, September 22, 2020, February 5, 2021

Reference: Education Act, Sections 50, 51, 52, 54, 222, 229