



POLICY:

REGULATION: GBCA – STAFF CONFLICT OF INTEREST

EXHIBIT:

Conflict of Interest Situations:

The following situations put all in a conflict of interest or at high risk of a perceived conflict of interest:

1. An activity for personal financial gain or employment outside the Division that involves any of the following:
 - Using time paid for by the Division
 - Having adverse effect on your performance of your duties
 - Using Division resources for the activity
 - Using your association with the Division or the advantage of privileged Divisional information
2. Soliciting or accepting gifts, considerations, prizes or hospitality other than those of a token nature from any person, business or institution with whom the Division does business
3. Using your association with the Division or advantage of privileged Division information for the financial gain of a relative or friend
4. Seeking to obtain preferential treatment from the Division for a relative, friend or business in which the employee or their relative or friend has a financial interest
5. Recruiting, selecting, supervising or retaining a relative if you are in a position as the immediate supervisor
6. Influencing another employee to recruit, select or retain a relative

Employees shall not directly supervise or be supervised by a relative. One or the other person will accept re-assignment to another school, department or seek employment elsewhere. Supervision includes any of:

- Assignment of duties
- Approval of purchase orders
- Determination of salary/wage level
- Completion of performance evaluations
- Decisions of promotion/retention/transfer

Disclosure to Seine River School Division:

1. Where an employee is concerned they may be placing themselves in a potential conflict of interest situation, they should immediately discuss the situation with their direct supervisor. Where such a conflict or potential conflict of interest is confirmed, they must proceed to step 2.
2. A conflict or potential conflict of interest must be disclosed in writing to the Superintendent along with recommended procedures to remove the employee from the conflict or perceived conflict of interest.
3. The Superintendent will consider the recommendations and determine the appropriate remedy. The Superintendent's direction will be provided in writing to both the supervisor and employee.

Compliance:

Failure to comply with the Conflict of Interest policy may lead to disciplinary action, which could include termination.

APPROVED: January 25, 2005

REVISED:

SOURCE:

OTHER REFERENCE: