

<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<small>ADMINISTRATIVE PROCEDURE</small> <b>Conflicts of Interest</b>	<small>ADMINISTRATIVE PROCEDURE NUMBER</small> <b>510</b>
<small>Directional Policy</small> <b>Employee Relations - 500</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Conflicts of Interest

**DATE APPROVED:** February, 2019

**PROJECTED REVIEW DATE:** 2024

**DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the Employee Relations Directional Policy - 500 by ensuring employees understand the requirements and expectations with respect to conflicts of interest.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Conflicts of Interest Administrative Procedure supports our Vision of achieving Excellence in Catholic Education by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



# Strategic Priorities 2017-2020

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## **ACTION REQUIRED:**

### Purpose and Scope

The Board recognizes its obligation to enhance public confidence. In keeping with the Gospel values and consistent with its mandate for accountability, the Board expects its employees to conduct themselves at all times, with the highest standard of personal integrity, ethics and due diligence in the performance of their duties.

Employees of the Board:

- occupy positions of public trust;
- have a duty to conduct themselves at all times with a high standard of personal integrity, ethics, honesty and due diligence in the performance of their duties;
- have a duty to support and advance the interests of the Board;
- must at all times avoid situations where their personal interests actually or potentially conflict with the interests of the Board; and
- must at all times avoid situations which may impair their ability to exercise good skill and judgement in the performance of their duties.

### Potential Conflicts of Interest

#### 1. Supplementary Employment:

The Board recognizes certain supplementary employment opportunities may provide valuable professional development experience and a supplemental income for employees.

The Board prohibits employees from engaging in employment or any business activity which will place the employee in a situation of conflict of interest with the Board and the performance of assigned duties. This includes performing supplemental employment duties during regular work hours with the Board or using Board facilities or property at any time to perform work associated with supplemental employment.

2. Volunteer Work:

The Board recognizes certain volunteer opportunities may provide valuable professional development experience and the ability to contribute in the community/school community.

The Board prohibits employees from engaging in volunteer opportunities which will place the employee in a situation of a conflict of interest with the Board and the performance of assigned duties. This includes performing volunteer work during regular work hours with the Board or using Board facilities or property at any time to perform duties associated with volunteer work.

Employees should be aware that volunteer work in the school or community could potentially put them in a conflict of interest. In cases where the nature of the business or ideologies of the organization the employee is volunteering with conflict with the interests of the Board, a conflict of interest may exist.

3. Teaching Students:

A teacher is in a conflict of interest if the teacher accepts any form of compensation for service rendered to a student(s) outside of the school day when the teacher is assigned to work with the same student(s) during the school day in the current school year. The Board only supports a teacher providing home instruction to a student with whom the teacher would otherwise work during the school day as outlined in the Board Administrative Procedure 307 – Instruction Out of School.

A teacher is free to accept compensation for services rendered to a student(s) outside of the school day provided that the student(s) is not assigned to work with the teacher during the school day in the current school year. Any instruction of students for which compensation is being rendered, must be outside the school day and not on Board property.

A teacher at all times is expected to adhere to the standards of practices as outlined by the Ontario College of Teachers.

4. Evaluation of Academic Work, Access to Academic Information and Supervision of Students:

Where any employee has an immediate family relationship with a student, there is,

or may be perceived to be, a conflict of interest and risk of favouritism in the evaluation of academic work. In addition, an employee who works in a department responsible for a course taken by a student who has an immediate family relationship with the employee, may have, or appear to have a conflict of interest related to access to tests and exams.

Where possible a student will not be assigned to a class in which the parent is a teacher. Where such a conflict of interest arises the employee has a duty to inform their Principal of any and all relevant facts concerning the situation.

Where possible employees should not supervise immediate family members while on excursions. Where such a conflict of interest arises the employee has a duty to inform their Principal of any and all relevant facts concerning the situation.

5. Supervision of Relatives:

Where possible, there shall not be a supervisory relationship between immediate family members. When such a situation arises, the supervisor will report the potential conflict of interest to their supervisor and notify Human Resource Services.

6. Recruitment:

Employees who are involved with recruitment and hiring must not participate in the process where there is a conflict of interest because of an existing personal relationship. When the employee becomes aware of the potential conflict of interest, it must be declared to the employee's supervisor and/or Human Resource Services so a fair and transparent hiring process can be assured as per [Administrative Procedure 401 - Recruitment and Promotion](#).

7. Confidential Information:

In general, employees are prohibited from using or releasing confidential information to further their own interests. Confidential information refers to information that an employee is privy to as a result of his or her employment, and is not otherwise generally available.

In addition, Board guidelines on Freedom of Information and Privacy Protection specify that the Freedom of Information Officer is responsible for responding to requests for access to Board records. The release of personal information is subject to further regulations under the guidelines.

Further information regarding potential conflicts of interest as it relates to purchasing can be found in [Administrative Procedure 610 - Purchasing](#).

8. Voting and Participation on Committees:

Employees may participate on Board, school or departmental committees or

councils. At a minimum, employees should declare to the committee or council members, any personal interest they may have in such matters before the committee or council, where the conflict of interest resolution process has not been undertaken, the committee or council chair will determine the suitability of the employee voting.

### Conflict of Interest Resolution Process

1. Where a conflict of interest arises, or when a potential conflict of interest emerges, the employee has a duty to inform their next immediate supervisor, who is not implicated in the matter, of any and all relevant facts concerning the situation. Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality or judgment in any matter relevant to their duties, should be declared to the employee's immediate supervisor.
2. The supervisor and the employee shall endeavour to agree on a course of action to address the potential conflict of interest. This may include removing the employee or student from the situation or the supervisor recommending the employee immediately cease the activity which is placing them in a conflict of interest.
3. In cases where a resolution cannot be mutually agreed upon, Human Resource Services, in consultation with any appropriate parties, will determine if a conflict of interest exists or the appearance of a conflict of interest exists. Human Resource Services and employee will agree on a course of action to monitor or avoid the conflict, which shall be made in writing. In the event that agreement cannot be reached, the case will be referred to the Director of Education for resolution.
4. In cases where the Director of Education may have a conflict of interest, the Board of Trustees will make a determination regarding the appropriate course of action.

### **RESPONSIBILITIES:**

#### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Employee Relations Directional Policy.
- Reviewing the Conflict of Interest Administrative Procedure as part of its regular policy and procedures review cycle.

#### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

**Superintendents are responsible for:**

- Ensuring principals and managers are consistent with the application of this Administrative Procedure
- Ensuring that any employee for whom they have supervisory responsibility is aware of the requirements under this Administrative Procedure.

**Human Resource Services is responsible for:**

- Determining if a conflict of interest exists and an appropriate remedy.
- Participating in the resolution of potential conflicts of interest.

**Principals, Vice-Principals, Managers and Supervisors are responsible for:**

- Ensuring staff who they supervise are aware of the requirements under this Administrative Procedure.
- Participating in the resolution of potential conflicts of interest.

**All employees are responsible for:**

- Understanding and complying with this Administrative Procedure.
- Avoiding situations where their personal interests are in conflict or may potentially conflict with the interests of the Board.
- Being diligent in taking steps to avoid influencing Board decisions in which they themselves have a personal interest whether or not they are engaged in the affairs of the Board.
- Reporting to the Board in writing through their immediate supervisor any circumstance of a personal or financial interest which is or might be perceived to be a conflict of interest.

**PROGRESS INDICATORS:**

Board employees conduct themselves at all times with the highest standard of personal integrity, ethics and due diligence in the performance of their duties and the enhancement of public confidence.

**DEFINITIONS:**

**Conflicts of Interest** - encompasses situations in which the personal or private interest of an employee or the employee's family or close business associates conflict with the interests of the Board or when there is reasonable basis for the perception of such conflict.

**Service** - any work done or duty performed for an individual, group, agency or organization that would otherwise be performed by an employed person or a consultant under contract for the performance of the work or duty.

**Immediate Family Member** – spouse, sibling, parent, spouse’s parent, step-parent, foster parent, grandparent, spouse’s grandparent, step-grandparent, child, step-child, foster child, grandchild, step-grandchild, child’s spouse, dependent relative.

**REFERENCES:**

[PVNC Catholic District School Board Vision and Strategic Priorities](#)

[Directional Policy 500 - Employee Relations](#)

[Administrative Procedure 305 - Out of School Activities](#)

[Administrative Procedure 311 \(formerly 702\) - Research Requests](#)

[Directional Policy 102 - Board By-Laws and Committees Terms of Reference](#)

[Administrative Procedure 401 - Recruitment and Promotion](#)

[Administrative Procedure 610 - Purchasing](#)