



Policy: Employee Conflict of Interest

Policy Number: GP

Policy Type: Personnel

Policy:

Hanover School Division 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 employed by the Division must exercise the greatest care that neither their influence with their students, nor their position in the Division, shall be used for personal gain or to promote the commercial or financial interests of any person, business, organization or institution.

Definitions:

Conflict of Interest is defined as any direct or indirect interest in, connection with, or benefit from outside activities, especially commercial interest, involvement in which may adversely affect the Division. There may be no personal or financial benefit gained by the employee, directly or indirectly, as a result of the employee's position within the Division. This includes the use of Division materials, personal contacts, knowledge or time during the workday for personal gain or profit.

Employee refers to all persons, regardless of position, who are currently engaged in active employment with the Division (eg. full-time, part-time, permanent, term, or contract). Certain exceptions may exist for those employees on an approved leave and in compliance with their respective Collective Agreement.

Guidelines

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

- a) Involvement in an activity outside the Division for personal financial gain or employment that uses time paid for by the Division (ie workday), has an adverse effect on performance of duties for the Division, or uses Division resources for the activity.
- b) Soliciting or accepting gifts, considerations, prizes or hospitality, other than those of a modest nature, from any person, firm or organization with whom the Division does business. This does not include teachers receiving small gifts from students or attendance of staff events in appreciation of their services. In an effort to maintain transparency, it is expected that any staff member who accepts gifts, considerations, prizes or hospitality of a modest nature inform their immediate supervisor so determination can be made as to whether that is acceptable and appropriate.

- c) Using their association with the Division or the advantage of privileged information for the financial or other gain of a third party.
- d) Seeking to obtain preferential treatment from the Division for a relative, friend or organization in which the employee, a relative or a friend has a financial interest. Recruiting, selecting or retaining a relative for employment if in a position of authority.
- e) Influencing another employee to recruit, select or retain a relative.

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

Date Policy Created:	March 3rd, 2020
Date of last Review:	NEW
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Related Forms:	