



Policy: Employee Conflict of Interest

Policy Number: GP

Policy Type: Personnel

Policy

Hanover School Division (HSD) believes that 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 HSD must ensure that neither their influence over students nor their position compromises their judgment, decisions, or actions, nor provides opportunities to benefit their private interests or those of any person, business, organization or institution.

Definitions:

Conflict of Interest is defined as any direct or indirect interest in, connection with, involvement in or benefit from activities which may adversely affect HSD. There may be no personal or financial benefit gained by the employee, directly or indirectly, as a result of the employee's position within HSD.

Employee refers to all persons, regardless of position, who are currently engaged in active employment with HSD (eg. full-time, part-time, permanent, term, or contract).

Guidelines

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

- a. Involvement in an activity outside HSD for personal financial gain or employment that uses time paid for by HSD (i.e. workday), has an adverse effect on performance of duties for HSD, or uses HSD 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 HSD 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 HSD or the advantage of privileged information for the financial or other gain of a third party.
- d. Seeking to obtain preferential treatment from HSD 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 on decisions involving family members or friends. (ex. recruitment, selection, retention, promotions, evaluations, disciplinary actions)

Employee Responsibilities

- a. Employees in a position to influence decisions or have decision making power must disclose their personal spousal/family relationships within HSD.
- b. Employees may not use their position to influence another person to further their personal interests or those of their family or any other person, business, organization or institution.

- c. In situations where a conflict of interest may arise, the employee should recuse themselves from decision-making processes or discussions that could be influenced by the relationship. Employees must not be in a direct supervisory and performance review position over a family member/spouse.
- d. No employee may make a decision or participate in decision making exercises if the employee knows reasonably that in making the decision they would be in conflict of interest.
- e. No employee may communicate private information obtained in their position that is not available to the public or that is confidential.
- f. Uphold ethical standards and ensure that decisions are made in the best interests of HSD rather than personal interests and relationships.

Conflict of Interest Disclaimer for Clinicians

- a. HSD recognizes that some clinicians also work in private practices outside of the school division. HSD views clinicians accepting clients (students) who attend the school to which they are assigned as a “conflict of interest”; even if they are not currently referred.
- b. Special requests “not to work in certain schools” will not be considered due to any conflicts related to services of a private practice.

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 HSD’s interests.

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