

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES: <i>School Act</i>, Section 44</p> <p>CROSS REFERENCE:</p>	<p>CODE: GBCA-Policy</p> <p>TITLE: Staff Conflict of Interest</p> <p>ADOPTION DATE: April 18, 2001</p> <p>REVISION DATE:</p>
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The Board requires its employees to avoid any situation which could be construed as a conflict of interest.

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES:</p> <p>CROSS REFERENCE:</p>	<p>CODE: GBCA-Guidelines</p> <p>TITLE: Staff Conflict of Interest (Page 1 of 2)</p> <p>ADOPTION DATE: April 18, 2001</p> <p>REVISION DATE:</p>
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1. This policy applies to all salaried employees and all persons employed on a contractual basis.
2. A conflict of interest arises when an employee, because of knowledge, responsibilities or authority associated with the employee's position with the Board is perceived as, directly or indirectly, providing benefit to:
 - 2.1 Himself or herself personally, or
 - 2.2 A member of the employee's family, or
 - 2.3 A business or an organization in which that employee, or a member of the employee's family, has an interest or holds a position.

3. An employee's relationship, employment or position with or interest in, another person, business or organization affects the exercise of the individual's duties or responsibilities as an employee of the Board.
4. A conflict of interest exists in the above situations irrespective of whether the Board, under the particular circumstances has been disadvantaged or receives a benefit.

Note: Exhibit 1 includes a partial listing of situations which may be considered as conflict of interest.

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5. An employee shall not accept a gift, favour or service from any individual, organization or corporation with which the Board does business or potentially may do business, other than normal exchanges of gifts between friends, the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol, or the normal presentation of gifts to persons participating in public functions.
6. Dealing With Relatives: Employees who exercise a regulatory, supervisory or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives with respect to those functions.
7. Supplementary Employment: Employees may not take supplementary employment including self-employment, which may cause an actual or apparent conflict of interest.

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES:</p> <p>CROSS REFERENCE:</p>	<p>CODE: GBCA-Procedures</p> <p>TITLE: Staff Conflict of Interest</p> <p>ADOPTION DATE: April 18, 2001</p> <p>REVISION DATE:</p>
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1. The Superintendent is responsible for:
 - 1.1 Ensuring that all employees are familiar with and adhere to this policy;
 - 1.2 Reviewing conflict of interest situations and interpreting and applying Board policy as appropriate; and
 - 1.3 Keeping the Board informed on conflict of interest situations and their resolution.
2. Employees are responsible for exercising reasonable care to ensure that they avoid conflict of interest situations.
3. Where an employee does find himself or herself in an actual, perceived or potential conflict of interest, the employee must:
 - 3.1 Disclose in writing to his/her supervisor and the Superintendent the nature and extent of the conflict of interest; and
 - 3.2 Refrain from acting in connection with the conflict of interest unless, and to the extent that, the Superintendent may in writing otherwise permit.

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES:</p> <p>CROSS REFERENCE:</p>	<p>CODE: GBCA-Exhibit 1</p> <p>TITLE: Staff Conflict of Interest</p> <p>ADOPTION DATE: April 18, 2001</p> <p>REVISION DATE:</p>
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Situations which may be constructed as a conflict of interest include the following:

1. Accepting lavish meals, entertainment, trips, flights, hotel accommodation or car rentals from any individual or organization with which the Board does business or plans to do business;
2. Giving a gift or favor of other than nominal value to any individual or organization with which the Board does business or plans to do business;
3. Using Board time, materials, facilities or information for one's personal gain;
4. Pursuing personal gain by using the time, materials or facilities of those doing business, or seeking to do business, with the Board;
5. Acquiring ownership or any significant financial interest in an organization with which the Board does business, or in anticipation of its doing business with the Board; and
6. Using one's influence or authority as an employee of the Board to solicit from organizations, with which the Board does business, contributions to charitable, recreational, cultural or social associations.