

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Conflict of Interest

Personnel C – 20

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

May 9, 2016

December 4, 2012

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April 21, 2016

POLICY STATEMENT

Employees of The Protestant Separate School Board of the Town of Penetanguishene are entrusted with the protection of the public interest while providing service within the Board's learning environment. In view of the importance of this trust, it is essential that Board employees maintain the highest standards of honesty, integrity, impartiality and conduct and do not place themselves in a perceived or real conflict of interest.

DEFINITION

Conflict of Interest is a situation in which an employee, whether for himself/herself or for some other person(s), attempts to promote a private or personal interest which results or could appear to result in:

- an interference with the mission, vision and values of the Board; and
- a gain or an advantage by virtue of his/her position with The Protestant Separate School Board of the Town of Penetanguishene.

ADMINISTRATIVE REGULATIONS

1. If an employee is in any doubt concerning the propriety of any action concerning his/her relationship with the Board, the employee shall disclose a possible (real or perceived) conflict of interest to his/her immediate supervisor for determination.
2. Employees who have a direct or indirect personal or financial interest in any decision to be taken by the Board, or where that decision directly affects relatives, spouses or direct relatives of persons living in the same household, the employee shall not participate in the decision without first declaring their interest to their immediate supervisor who shall decide whether continuing participation is permissible.
3. Employees shall not step out of their official roles to assist private entities or persons in their dealing with the Board where this would result in preferential treatment to any person.
4. If an employee receives remuneration for services as a result of a contract that has been awarded, said employee shall not engage in fulfilling the terms of the contract during the hours when he/she is fulfilling his/her duties as a Board employee.
5. Employees shall not knowingly take personal advantage of, or benefit from, information that is obtained in the course of their official duties and responsibilities and that is not generally available to the public.

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ADMINISTRATIVE REGULATIONS (continued)

6. Employees shall not directly or indirectly use, or allow the use of Board property of any kind for anything other than officially approved activities in accordance with the Board's practices and standards.
7. Employees of the Board shall not buy from the Board with the exception of a public sale.
8. Employees shall not sell to the Board or to the school, either directly or through the use of school funds, any goods or services without declaring their interest and removing themselves from the decision-making process. Employees shall ensure that their immediate families (spouse, parent, sibling or children), comply with this clause.
9. Employees shall not knowingly directly or indirectly use or attempt to use their position with the Board to purchase goods or services for their personal use from any supplier to the Board at a discount or on the same or similar terms to the Board. When a Board supplier offers staff purchase plans, or arrangements that are available to all Board employees, no conflict of interest shall be deemed to exist.
10. Employees of the Board shall not knowingly either directly or through another person, accept a fee, gift of personal or economic benefit, from any person who has done, is doing, or might be reasonably expected at some time to do business with the Board other than incidental gifts, customary hospitality, or other benefits of nominal value.
11. Should an employee have concerns with regard to specific situations or if he/she become aware of a potential conflict of interest circumstance, he/she have an obligation and a right to report these concerns to his/her supervisor without fear of reprisal or retribution.

Staff Signature

Date