

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

POLICY MANUAL

POLICY TITLE:			SECTION/CODE:
Conflict of Interest			Personnel A – 16

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
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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.

PURPOSE

To provide clarity of what is a conflict of interest and direction required if in such a position.

DEFINITION

A situation in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties. This includes when an individual's personal interests or concerns are inconsistent with the best interest of the organization, or when a public official's personal interests (monetary or personal) are contrary to his/her loyalty to public business.

Conflict of interest exists when during the course of exercising his/her duties, the decisions and/or actions of an employee/trustee are affected by, or could be reasonably be perceived by another party to be affected by the employee's/trustee's direct or indirect personal, financial or business interests or the personal, financial or business interests of a relative, friend, and/or business associate of the employee/trustee.

Conflict of Interest can also be 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 or
- 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. Types of Conflicts of Interest
 - a. Actual conflict of interest includes any circumstances where an employee, volunteer (or employee or volunteer's family, friend or business associates) has a personal, business, or financial interest that directly compromises or biases the employee or volunteer's professional judgement and objectivity during the course of exercising their duties to the PSSBP.
 - b. Perceived conflict of interest includes any circumstances where it appears to another person that an employee or volunteer might have a conflict of interest.

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2. If an employee or volunteer is in any doubt concerning the propriety of any action concerning his/her relationship with the Board, the employee or volunteer shall disclose a possible (real or perceived) conflict of interest to his/her immediate supervisor for determination.
3. Employees/Volunteers who have a direct or indirect personal, business or financial interest in any decision to be taken by the Board, that may:
 - i) affect their professional judgement and/or the performance of their duties or responsibilities to the PSSBP;
 - ii) cause them to act, or appear to act, in a way that is not in the best interest of PSSBP;
 - iii) negatively affect the PSSBP's reputation, or
 - iv) where that decision directly affects relatives, spouses or direct relatives of persons living in the same household,The employee/volunteer shall not participate in the decision without first declaring their interest to their immediate supervisor who shall decide whether continuing participation is permissible.
4. 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.
5. If an employee/volunteer receives remuneration for services as a result of a contract that has been awarded, said employee/volunteer 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/volunteer
6. Employees/Volunteers 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.
7. An employee is in a conflict of interest if the employee accepts any form of compensation for service rendered to a student(s) outside of the school day when the employee is assigned to work with the same student(s) during the school day in the current school year.
8. A Board employee is free to accept compensation for services rendered to a pupil(s) outside of the school day provided that the pupil(s) is not a party with whom the employee is assigned to work with during the school day in the current school year.
9. 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.
10. Employees of the Board shall not buy from the Board with the exception of a public sale.

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11. Employees/Volunteers 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/Volunteers shall ensure that their immediate families may include but not limited to (spouse, parent, sibling or children), comply with this clause
12. 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.
13. 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.
14. Should an employee have concerns with regard to specific situations or if he/she becomes aware of a potential conflict of interest circumstance, he/she has an obligation and a right to report these concerns to his/her immediate supervisor without fear of reprisal or retribution.