



## Brant Haldimand Norfolk Catholic District School Board

### POLICY: PROFESSIONAL STANDARDS AND CONFLICT OF INTEREST - EMPLOYEES

<b>Adopted:</b>	<b>05/28/02</b>	<b>Policy No:</b>	<b>300.17</b>
<b>Revised:</b>	<b>10/24/06</b>	<b>Policy Category:</b>	<b>Human Resources</b>

#### Policy Statement:

Employees of the Brant Haldimand Norfolk Catholic District School Board are in a position of public trust and must be, and be seen to be, acting in the best interest of the Board and its students and the taxpayers of the Province of Ontario.

#### Policy Criteria:

- Employees of the Board are responsible for exercising good judgement and avoiding situations that might present a conflict of interest or perceived conflict of interest.
- Employees shall not use their position or board resources for personal financial or material gain or the financial or material gain of a relative, friend or business associate.
- Employees must maintain the confidentiality of the Board's proprietary information and information of its students and staff.

#### Glossary of Key Policy Terms:

**Conflict of Interest** - A conflict of interest exists when the decisions and/or actions of a person during the course of fulfilling their duties are affected by, or perceived by another party or persons to be affected by, the employee's personal, financial or business interest or the personal, financial or business interests of a relative, friend and/or business associate of the employee.

Statutory / Regulatory / Related  
Board Policy Linkages:  
n/a



## Brant Haldimand Norfolk Catholic District School Board

### ADMINISTRATIVE PROCEDURES: PROFESSIONAL STANDARDS AND CONFLICT OF INTEREST - EMPLOYEES

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<b>Revised:</b>	<b>10/24/06</b>	<b>Policy Category:</b>	<b>Human Resources</b>

Employees of the Brant Haldimand Norfolk Catholic District School Board hold positions of trust and are expected to discharge their duties in a professional, impartial manner, upholding the teachings of the Catholic faith. It is imperative that employees of the Board not be, or not perceived to be, in a conflict of interest.

#### **Conflict of Interest**

1. A conflict of interest exists when the decisions and/or actions of an employee during the course of fulfilling his/her employment duties are affected by, or perceived by another party or persons to be affected by, the employee's personal, financial or business interest or the personal, financial or business interests of a relative, friend and/or business associate of the employee.
2. Employees shall;
  - a) be responsible and accountable for exercising good judgement and avoiding situations that might present a conflict of interest or perceived conflict of interest.
  - b) maintain the highest standard of integrity, professional competence and business practice.
3. Employees shall not;
  - a) use their position, authority or influence for personal, financial or material gain for themselves or that of a relative, friend or business associate.
  - b) engage or participate in any outside employment, business or commercial activity that interferes with the performance of their duties as an employee of the Board.
  - c) use their position, authority or influence as a Board employee to give any person or organization special treatment that might, or might be perceived to advance the interests of the employee or the interests of a relative, friend or business associate of the employee.

- d) participate in any decision or recommendation, related to their employment, in which they or a relative, friend or business associate may have a financial, commercial or business interest.
4. Employees who have a potential conflict of interest as noted above, must report it to a manager, principal, superintendent, Associate Director or Director immediately.
  5. Employees who are uncertain if they, or another employee of the school board, may have a conflict of interest should seek the advice of their supervisor or contact a Human Resources Coordinator.

### **Complying with the Law**

1. Employees shall;
  - a) comply with the laws of Canada and the Province of Ontario.
  - b) refrain from any action that he or she knows or ought to know which violates any applicable law or regulation.
  - c) be aware of their duties and responsibilities as prescribed by the Education Act and Regulations, the Municipal Freedom of Information and Protection of Privacy Act and Regulations the Human Rights Code, the Municipal Conflict of Interest Act and any other Act or Regulation that may be applicable to the employee's duties.
  - d) report to the appropriate supervisor, any suspected illegal behaviour or behaviour that contravenes this, or any policy of the Board.

### **Confidentiality**

1. Employees shall acknowledge that, as part of their duties to the Board, they may be exposed to private and confidential financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage and that they may be exposed to private and confidential student or employee information.
2. Employees and former employees shall not;
  - a) use, directly or indirectly, for the employee's benefit or for the benefit of any person, organization, firm or entity, the Board's proprietary or confidential information gained by that employee during the performance of their duties for the Board.

- b) use or disclose the personal or educational information of students and their families which may come to the attention of the employee during the course of his or her duties with the Board, except as required by law, and in accordance with the Education Act and Regulations and the Municipal Freedom of Information and Protection of Privacy Act and Regulations.
- c) use or disclose the personal or employment information of Board employees and their families which may come to the attention of the employee during the course of his or her duties with the Board, except as required by law, and in accordance with the Education Act and Regulations the Municipal Freedom of Information and Protection of Privacy Act and Regulations.

### **Use of Board Resources**

1. Employees shall not use the resources of the Board for personal gain. Employees shall not permit relatives, friends or business associates to use Board resources for personal gain.
2. Employees shall abide by Board policies and administrative procedures regarding the use of Board resources, including information technology resources.
3. Employees acknowledge that works of authorship, commissioned, assigned or paid for by the Board, which may include, but are not limited to books, articles, pamphlets, course materials, inventions, improvements, discoveries, computer software and documentation created on Board time in the course of their employment are the sole property of the Board. Employees who have created works in the course of their employment shall have no proprietary or moral rights to the creation or invention.