

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 1170
GOVERNANCE/COMMUNICATIONS	<u>Conflict of Interest, Pecuniary Interest</u>	

**DATE ADOPTED:** February 8, 2000

**DATE AMENDED:** March 9, 2021

The Board has confidence in its employees to carry out their duties in an ethical and responsible manner. Therefore, it is in the best interest of all concerned to clearly understand the breadth and scope of this expectation.

As employees and trustees occupy positions of special trust and confidence, the Board expects them to conduct themselves in such a manner to avoid conflict of interest or the perception thereof. The Board expects employees to discharge their duties and responsibilities professionally and impartially.

Employees are expected to request a determination of the Superintendent or Secretary Treasurer before engaging in any activity which might reasonably raise questions about a possible conflict of interest.

#### Definitions:

- *Conflict of Interest* arises where an employee's private interest affects the discharge of their duties with the District.
- A *direct pecuniary conflict of interest* will be deemed to exist where an employee receives remuneration (other than expenses) above and beyond the employee's regular salary or wages, whether from the District or any other source, for services that have been performed in the course of the employee's normal employment with the District, or for the sale of work or materials produced for the District as part of the employee's normal duties.
- *Indirect pecuniary conflict of interest* exists where an employee uses his/her position to make a decision or effectively influence a decision that would result in a pecuniary benefit to a relative, partner, business associate or close friend.
- *Employee* is all personnel of SD51 including the Trustees.

## REGULATIONS

Examples of conflict of interest situations include:

- when an employee's private activities or financial interests are, or appear to be in conflict with his/her responsibilities and duties towards the Employer;
- when an employee's private interests or activities hinder his/her ability to act in the best interest of the Employer or is perceived as such;
- when an employee gains an advantage in their private activities or financial interests as a result of knowledge, or involvement in the business of the District;
- when an employee's actions compromise or undermine the trust which the public places in the District or, damages the reputation of the District

This policy is not intended to prohibit employees and their immediate families from conducting legitimate business with the Board, but to establish parameters regarding how such business is to be conducted.

1. Employees must exercise care in the management of their activities and private personal affairs so as not to benefit from, or appear to benefit from:
  - 1.1 the use of information acquired during the course of their duties, where such information is not generally available to the public;
  - 1.2 any corporate transactions over which they can influence decisions;
2. Employees must not engage in off-duty activities which place them in a conflict of interest whether actual or perceived;
3. Employees must not work for remuneration outside their employment with the District if such secondary employment interferes with the employee's obligation to the employer.
4. An employee is prohibited from engaging in employment which is in direct competition with the activities of the District;
5. Employees must ensure that their private interests do not prejudice their effectiveness in their position or compromise or embarrass the District;
6. Employees must not place themselves in a position where they are, or may be, under an obligation to any person who has a business or other dealings with the District and would benefit from special consideration or treatment by the employee;
7. Where an employee has an awareness in a matter through family or private interests (club or organization), that can impact the outcome of a District decision, the employee should recuse themselves from the process or discussion.

An employee having a question about whether participation in any activity would be contrary to this policy is urged to request a determination from the Superintendent or designate to discuss the proposed activity and to receive guidance and advice with respect to the same.