
SCHOOL DISTRICT NO. 36 (SURREY)

No. 7213.1

REGULATION: CONFLICT OF INTEREST

Employees should avoid placing themselves in a position of conflict of interest or where there may be a public perception that such has occurred, in direct or indirect dealings on behalf of the District or a school with any individual, organization or corporation.

Examples of conflict of interest include, but are not limited to, the following:

1. An employee who is in a position to influence personnel decisions such as supervision, recruitment, offer or termination of employment, or evaluation of performance with respect to a relative or another person with whom a direct relationship exists.
2. Employees who receive: additional fees or compensation for teaching, tutoring, counselling or providing other related services to students who are enrolled in their current school/site or are under their individual care through the school district. Exceptions may be considered in the case of paraprofessionals (Special Education Assistant, Applied Behaviour Analysis Support Worker, Visual Language Interpreter) who receive compensation for services that support a student's functional care needs beyond the normal employment situation. Approval from the appropriate supervisor is required prior to such an arrangement.

Any such services must not be promoted to students at the employee's school/site. Where provided, such services must not take place in District premises.

3. Employees who have access to confidential information received as a result of employment with the district must ensure that such information remains confidential and is not divulged to anyone other than individuals authorized to receive such information.
4. An employee who, either directly or indirectly, demands or accepts a gift, favour, commission, advantage or service from any individual, organization or corporation which may be interested directly or indirectly in any manner of business dealings with the District or a school.

It is recognized that hospitality and token promotional gifts of nominal value are an accepted courtesy in a business relationship. Recipients of such token gifts or hospitality are cautioned to ensure that acceptance does not result in a compromise of their objectivity.

5. Employees who make personal bids on the sale of district property or goods, except those disposed of at public auction.

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6. Employees who represent themselves as being in a position to commit the district to the purchase of goods or services, except in accordance with relevant policies and regulations, and within the recognized authority of their position.
7. The use of school district premises, supplies and equipment for activities not associated with the discharge of official duties unless authorized under another Policy.
8. A business relationship between the school district and an employee with external business interests. Exceptions may be made where no other source for the required product or service is available. In such cases, approval of the Secretary-Treasurer is required.
9. Employees who are engaged in employment or business interests outside of the District must comply with the following guidelines:
 - a) The outside employment or business interest must not conflict with the employee's normal hours of work or performance of their duties as an employee with the District.
 - b) The employee shall not use the District's time or resources, such as photocopiers, stationary, computers, e-mail, internet, printers, vehicles, cellular phones, or other equipment for the benefit of their employment or business interest.
 - c) The employee shall not engage in any outside employment or business interest that is incompatible with the employee's official duties.

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