



## Administrative Procedure 404

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### EMPLOYEE CONFLICT OF INTEREST

#### Background

The District expects its employees to act with the highest standards of integrity in discharging their employment duties. In order to maintain the public's trust and confidence it is essential that employees acting on behalf of the District avoid a conflict of interest.

The District acknowledges that employee conflict of interest is a sensitive matter which needs to be addressed with care and consideration for employees while adhering to the District's obligation to maintain the public's trust and confidence.

A conflict of interest arises when an employee's private or financial interests compete with their professional duties to the District. The District expects that its employees will not engage in activities where their actions or decisions are affected by personal gain, financial or otherwise or raise a reasonable question of conflict with their duties and responsibilities.

Employees are expected to request a determination of the Superintendent before engaging in any activity which might reasonably raise questions about a possible conflict of interest. A breach of [Administrative Procedure 404 – Employee Conflict of Interest](#) is considered to be a serious breach of an employee's obligations that may result in discipline or dismissal.

#### Procedure

The following conduct by an employee will be considered to be a breach of Administrative Procedure 404 – Employee Conflict of Interest.

1. Receiving remuneration for privately providing additional services normally provided to students for whom the school-based employee is responsible, or who are enrolled in schools where the employee is assigned.
2. Receiving remuneration for privately providing additional services normally provided to students for whom the District itinerant employee is responsible without prior approval in writing from the Superintendent.
3. Engaging in any activity outside regular related employment duties, during working hours that promotes or involves an employee's business interests or those of their immediate family.

4. Utilizing District services, premises, materials, and equipment for an employee's business or their immediate family interests or other purpose which might compromise the interests of the District.
5. Receiving personal gain, financial or otherwise for the sale of work or materials produced for the District as part of the employee's normal duties for which the employee has been adequately compensated by the District.
6. Generally, demanding or accepting directly or indirectly, a gift, favour, commission, benefit, or service of any value from any individual, organization, firm or corporation which might be interested in doing business with the District or may otherwise be interested in a benefit, gain or special consideration or favour from the District.
7. Giving preferential treatment, in the performance of duties, to an individual, corporation or organization, in which the employee, trustee, or their immediate family has an interest financial.
8. Selling or assisting in the sale of supplies or equipment, within or to the District, and furnishing lists of students or parents to anyone selling such services or material.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Employment Standards Act

Adopted: December 3, 1973

Revised: September 19, 1988; May 20, 2003; December 15, 2020