



File GBG

### **CONFLICT OF INTEREST - EMPLOYEES**

All personnel in the employ of the Division shall exercise the greatest care that neither their influence with their pupils, nor their position on staff, be used for personal advantage or the promotion of any commercial or partisan interest of any person, business, or institution.

#### **Commercial Interests**

Without limiting the generality of the foregoing, no employee of the Division shall:

- a) engage in, or have a financial interest, directly or indirectly, in any activity that conflicts or raises a question of conflict, with his/her duties or responsibilities;
- b) act as an agent for any person in the sale, or the promoting of selling, of any item for use in the Division;
- c) receive any remuneration or other compensation for any sale to the Division;
- d) exercise any influence over any purchase made by the Division, which would result in a personal benefit being received.

In the event that any employee or a member of his/her family owns, or has a significant interest in, a company that completes business transactions with the Division, that employee shall complete a declaration to so indicate. This declaration shall include:

- a) the name of the company;
- b) the business address;
- c) the officers of the company.

This declaration shall be forwarded to the Secretary-Treasurer's Department with the commencement of employment with the Division or earliest applicable date.

#### **Employment and Supervision of Immediate Relatives**

For the purpose of this policy an immediate relative is defined as father, mother, son, daughter, sister, brother, spouse (including common-law).

No employee of the Division shall:

- a) be involved in any aspect of the employment process when any of the applicants are members of the employee's immediate family;



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- b) exercise any influence over anyone which would result in the hiring of an immediate relative.

When an applicant who has an immediate family member in the employ of the Division is being considered for employment, a number of factors shall be considered when determining whether the applicant's family or marital status may exclude or limit the employment possibilities of the individual.

They include:

- a) whether the nature of the reporting relationship between the immediate supervisor and the potential employee will be one where the supervisor has decision-making powers over such aspects of the vacant position as performance evaluation, salary, promotion, conditions of work, termination, and other similar employment matters;
- b) whether there is potential for certain detrimental outcomes for the employer, such as collusion, favoritism, breach of confidentiality and conflict of interest;
- c) the extent to which it is feasible for the employer to involve non-family members in the decision-making authority or to transfer the decision-making authority to a non-family member.

When the situation arises where an employee falls under the supervision of an immediate family member, the Superintendent's and Secretary-Treasurer's department shall take the necessary action and attempt to have the supervised employee assigned to another acceptable position, or to have a different person supervise this immediate family member. (PSA 37)