

**Appendix A****Examples of Conflicts of Interest**

- A. Involvement in activity independent of assigned roles and responsibilities, and during employment with, the Louis Riel School Division for personal material gain
- B. Using divisional resources or facilities for personal gain without permission or without appropriately compensating the Division
- C. Using divisional facilities or resources to advertise the provision of services that result in the employee's personal material gain other than the employee's entitled salary, benefits, honoraria or reimbursements arising per divisional policies and procedures
- D. Profiting from the commercial use of intellectual property generated during hours of employment with the Division without the authorization of the Superintendent of Schools or designate
- E. Promoting personal ideological, political, religious, commercial or other partisan interests during regular hours of employment with the Division; or using employment with the Division outside hours of employment to knowingly promote such interests to students who attend LRSD schools
- F. Using association/employment with the Division or access to privileged information, including but not limited to names, addresses and/or telephone numbers of students, parents/guardians or other employees, to benefit personal or third-party interests
- G. Soliciting preferential treatment from the Division for a family member, immediate relative, friend, or commercial enterprise in which any of these parties have a financial interest
- H. Recruiting, selecting or retaining a family member or relative for employment without observance of divisional employment procedures by a person in a position of authority
- I. Soliciting preferential treatment for a student in the Division, by an employee who is the student's parent or guardian or who stands *in loco parentis*
- J. Accepting or soliciting any gift, reward, benefit, prize, hospitality or favour which could reasonably be viewed as an incentive for the employee to
 - influence students, parents, employees or other persons associated with the Division to patronize any commercial enterprise
 - obtain preferential treatment from the Division for persons, agents or organizations, including suppliers, consultants and contractors
(With the approval of the school Principal, employees may accept passes to accompany students on excursions that require adult supervision and the employee's commitment of personal time.)
- K. Having a direct or indirect interest in, or receiving any benefit from, any supplier to the Division which might:
 - provide remuneration or other compensation additional to an employee's divisional earnings
 - impede the employee's performance of duties on behalf of the Division
 - contravene divisional policy or discredit the Division