

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>STAFF ETHICS: CONFLICTS OF INTEREST</b>	<b>GBEA</b>

### I. POLICY

The Louis Riel School Division believes that the commitment of employees to high standards of ethical behaviour is critical to maintain the public trust and respectful partnerships between the home, the school and the community.

The Division believes that these standards include a commitment to avoid action that constitutes a foreseeable conflict of interest.

Accordingly, the Division expects employees to adhere to the **GUIDELINES** and **PROCEDURES** of this policy.

### II. GUIDELINES

- A. “Conflict of Interest” is defined as any situation in which an employee’s involvement in, or initiation of, activity as outlined in [Appendix A](#) might result in any or all of the following:
- Influence of or impact on students in a manner that promotes an employee’s personal gain or interests.
  - An employee’s use of their employment with the Division to further personal individual interests, including but not limited to:
    - material gain other than the employee’s entitled salary and benefits;
    - ideological, political, religious or other partisan interests, commercial endeavours, benefits to family members, immediate relatives or friends, or securing of advantages for another individual.
- B. For the purposes of this policy, the following definitions apply:
- “Employee” refers to any person engaged in employment with the Louis Riel School Division, including a full-time or part-time, permanent or term, and/or contracted assignment.
  - “Family Member” is defined to include a spouse/common-law spouse/same-gender partner, child, grandchild, parent, parent-in-law, son/daughter-in-law, brother, sister, brother/sister-in-law, or any person for whom the employee stands *in loco parentis*.

<b>Adopted:</b>	June 22, 2010	<b>Legal References:</b>
<b>Revised:</b>	February 5, 2019	

- “Immediate Relative” shall mean spouse, father, mother, sister, brother, son or daughter.
- C. School Principals or immediate supervisors shall have the definitive authority and responsibility, with appropriate reference to divisional communication protocols and [Appendix A](#), to:
- advise employees whom they supervise about conflicts of interest; and
  - consult with the Superintendent of Schools (or designate) when conflicts of interest arise in schools or other divisional facilities which they supervise.

### III. PROCEDURES

- A. An employee may consult with the appropriate school Principal(s) or immediate supervisor to obtain advice about a conflict of interest.
- B. Employees who recognize that their involvement in specific situations or decisions constitutes a conflict of interest are responsible to inform the appropriate school Principal(s) or immediate supervisor(s), and/or to eliminate the conflict of interest.
- C. With appropriate reference to divisional communication protocols a school Principal or other immediate supervisor who receives a request for advice per Procedure A or B, or who has a concern about a conflict of interest, may consult the Superintendent of Schools (or designate) to provide advice or direction to the employee.
- D. The following policies shall provide added guidelines to employees:
- [Policy GCIF-1](#) - Compensation of Staff for Professional Development Presentations  
[Policy GCIF-2](#) - Payment of Honoraria: Presentations by Employees
- E. An employee that knowingly contravenes this policy may be subject to disciplinary measures that may include termination of employment.

<b>Adopted:</b>	June 22, 2010	<b>Legal References:</b>
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