

GENERAL 3100

CONFLICT OF INTEREST 3105

1. Rationale

The purpose of this policy is to outline the parameters for employee conduct with respect to a possible conflict of interest situation. In keeping with Simcoe County District School Board's (SCDSB) strategic priorities, reflecting specifically on the pillar of Community with trust, accountability, transparency and purposeful partnerships at the forefront, this policy is intended to provide guidance and education surrounding actual, potential or perceived conflict of interest. Conflict of interest, be it actual, potential or perceived, may impact the integrity and public image of the SCDSB.

2. Policy

It is the SCDSB's intention to not knowingly engage in a conflict of interest which contravenes the rationale provided for this policy. This policy may also act as a tool to ensure that actions resulting from the practices set out in the guidelines (see section 4) do not result in systemic, constructive or indirect discrimination.

3. Definitions

- 3.1 Conflict of Interest - a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity, while employed by the SCDSB, and occurs when a person's vested interests raise a question of whether their actions, judgement, and/or decision-making can be unbiased.
- 3.2 Personal benefit - a preferable outcome for an employee, a relative of an employee, or a personal contact of an employee as defined in items 3.7 and 3.8 of this policy.
- 3.3 Potential conflict of interest - a situation where an employee of the SCDSB has a private or personal interest that could influence the use of their employment duties and responsibilities.
- 3.4 Perceived conflict of interest - a situation in which a reasonable, well-informed person would believe that an employee will be influenced by considerations relating to their private or personal interest while performing their duties.
- 3.5 Nepotism - an employee receiving an employment advantage from another SCDSB employee who is a relative or a personal contact as defined in items 3.7 and 3.8 of this policy.

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- 3.6 Supervision - including, without limitation, the ability to grant or deny a benefit including the assignment of work, providing direction or instructions, assigning or coordinating projects, overseeing the quality and quantity of work output, the judgement of such work and the influence over the employee's working conditions or engaging in disciplinary or assessment functions.
- 3.7 Relative - this includes relationships established by blood, marriage or legal status. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (i.e. a person with whom the employee's life is interdependent and who shares a common residence), and a daughter or son of an employee's domestic partner.
- 3.8 Personal contact - an individual who is in a personal, romantic, and/or intimate relationship with the employee in question that extends beyond the workplace and has the potential to create a conflict of interest such that an employee would make decisions based on their personal relationship with the other person rather than making decisions solely in SCDSB's interests.

4. Guidelines

- 4.1 No employee shall participate in the selection process, hiring decision, or pre-arranged replacement of an employee, that will directly or indirectly benefit themselves or any of their relatives or personal contacts.
- 4.2 No employee shall engage in the supervision of a relative or a personal contact.
- 4.3 Employees of the SCDSB shall not give preferential treatment to relatives, personal contacts, or any organizations in which they or their relatives or personal contacts have an affiliated interest, financial or otherwise.
- 4.4 Employees of the SCDSB shall refrain from engaging in activities that may create, or appear to create, a conflict of interest which may result in favouring or publicly promoting suppliers or products.
- 4.5 An employee shall not participate in or influence the outcome or decision of the hiring process where one of their relatives or personal contacts is an applicant or candidate in a competitive hiring process.
- 4.6 Employees of the SCDSB are expected to exercise good judgement when identifying perceived or potential conflicts of interest. All conflicts of interest are to be disclosed to their manager or supervisor in a timely fashion and in writing.

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- 4.7 Employees of the board who are responsible for the direct supervision of other employees are required to bring this policy to the attention of those employees under their direct supervision.
- 4.8 The SCDSB recognizes that there may be extraordinary or exceptional circumstances where the terms of this policy will not be strictly applied. These situations must be reviewed with the employee's supervisor and/or Human Resource Services.
- 4.9 Adherence to this policy is crucial to the relationships of trust that exist between the board, its employees, and the public. Contravention of this policy, whether arising from dishonesty or through negligence, undermines these relationships. This can lead to disciplinary action for employees up to and including termination.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED DECEMBER 16, 2020

- [APM A1060](#)
- [APM A2500](#)
- [APM A2600](#)
- [APM A2610](#)
- [APM A4230](#)
- [APM A4430](#)
- [APM A4460](#)
- [APM A7250](#)