

Administrative Procedure 413

EMPLOYEE CONFLICT OF INTEREST

Background

A conflict of interest arises where an employee's personal interest, whether real or perceived, could supersede his or her dedication to the best interest of the Division. The test of a conflict of interest is not just a case of whether the employee is actually influenced by a personal interest. The pivotal issue is whether the circumstances lend themselves to such a possibility. Management of the Division relies on the integrity of each employee to complete his or her assessment of their individual conflicts of interest, if any.

The Division expects its employees to avoid and refrain from involvement or situations of conflict of interest as a condition of employment.

Procedures

1. Transactions between employees and the Division at all times are to be arm's length transactions defined as dealing with, or as though dealing with, independent, unrelated persons, involving no favoritism or irregularities.
2. An employee may not operate a private school in direct competition with the Division for students.
3. Employee's interest, whether real or perceived, shall not supersede his or her dedication to the best interests of the Division.

Reference: Section 60, 61, 113, 121, School Act
Employment Standards Code

