



AP 5-401 – CONFLICTS OF INTEREST

BACKGROUND

Western School Division does not condone the action of an employee whose activities are in a conflict of interest.

A conflict of interest exists when an act to further the economic well-being of an employee or their personal interest has a negative effect on Western School Division or raises a reasonable question of conflict with their duties and responsibilities in the Division.

If an employee is found to be in conflict of interest, the employee may be subject to disciplinary action which may include termination of employment.

In order to minimize any potential conflict of interest situation, the employee should discuss the matter with the Superintendent.

A written opinion from the Superintendent will provide protection against disciplinary action. The following situations may place an employee in a conflict of interest situation:

- a) an activity for personal financial gain or employment outside Western School Division which involves any of the following:
 - using time paid for by the Western School Division;
 - an adverse effect on performance of your duties with Western School Division;
 - using School Division resources for the activity.
- b) soliciting or accepting gifts, considerations, prizes (excluding door prizes and random drawings) or hospitality other than those of a token nature from any person, firm or corporation with whom Western School Division does business;
- c) using association with Western School Division or the advantage of privileged School Division information for the financial gain of a relative, friend or self;
- d) seeking to obtain preferential treatment from Western School Division for a relative, friend or commercial enterprise in which you, a relative or friend, has a financial interest;
- e) recruiting, selecting or retaining a relative if you are in the position of authority;
- f) influencing another employee to recruit, select or retain a relative;
- g) in those situations where Western School Division has entered a competitive bid or tender to provide services, an employee may not submit a tender in competition without first resigning their employment.



EXAMPLES

The following are examples of what Western School Division considered to be violations of our Conflict of Interest Procedure and subject to disciplinary action:

- Through your direct involvement, you receive personal financial gain from outside activities or employment conducted during hours for which you are being paid by Western School Division.
- You use a Western School Division vehicle, office materials, facility or supplies or any other resources for any purpose other than conducting School Division business unless you are specifically authorized to do so.
- Your job performance with Western School Division is adversely affected because of working in a second job (including self-employment) outside of normal working hours.

Adopted: September 2015