



## HUMAN RESOURCES

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### CONFLICT OF INTEREST 322

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#### Rationale

Fairness, impartiality and transparency are essential to the proper administration of schools.

#### Policy

Actual or perceived conflicts of interest should be avoided by members of the school or CISVA community in any direct or indirect dealings on behalf of the CISVA.

#### Procedure

1. No one acting on behalf of the CISVA will:
  - a. demand or accept a gift, favour, or service which may compromise impartial decision-making;
  - b. accept compensation relating to the sale or use of products or services associated with employment;
  - c. use school facilities and or equipment for external business purposes or for any other purpose which might create a conflict of interest;
  - d. accept compensation for providing tutoring or professional services to a student from the school \*
  - e. accept compensation for services performed in whole or in part on school time from an individual or organization, unless approved.

\* exceptions may be made for non-teaching staff with approval of the principal and/or education committee

2. To avoid conflicts of interest, no one will be involved in:
  - a. hiring of relatives, business associates, or persons in close relationship;
  - b. direct supervision of relatives, business associates or persons in close relationship;
  - c. a process that could result in benefit or harm to relatives, business associates or persons in close relationship.
3. Interpretation/Adjudication
  - a. When an employee is involved in a potential conflict of interest, he or she will disclose it in writing to the principal.
  - b. A principal who receives a disclosure of a potential conflict of interest will consult the superintendent and/or education committee.
  - c. When a principal is involved in a potential conflict of interest, he or she will disclose it in writing to the superintendent and/or education committee.
  - d. When members of the school community (other than employees) are involved in a potential conflict of interest, it will be disclosed to the principal and/or education committee.

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| Reference:       | Approved:<br>CISVA Board of Directors                          |
|                  | Date Approved: March 2, 2010<br>Date Implemented: July 1, 2010 |
|                  | Date(s) Revised:   |
| Cross-reference: |  |