



# Policy No. 307

## EMPLOYEE CONFLICT OF INTEREST

### POLICY STATEMENT

The Board of Education of School District No. 87 (Stikine) believes that the highest standards of conduct among School District employees are essential to meeting the requirements of the School Act and to maintaining and enhancing the public's trust and confidence in public education. This policy is to help prevent both real and perceived conflict of interest situations from arising for employees of the school district.

Subject to an employee's rights under a collective agreement, legislation or statutory regulation, Stikine School District employees are expected to conduct themselves and their affairs in a professional manner that will preclude, directly or indirectly, any conflict of interest situations from arising.

### REGULATIONS

#### **Conflict of Interest**

A conflict of interest is considered to include but is not limited to the following examples. To avoid a conflict of interest an employee should not:

1. place themselves in a situation where they are under obligation to any person or organization who might benefit from, or seek to gain special consideration or favour from the school district.
2. either directly or indirectly, demand or accept a gift, favour or service from an individual or organization which may compromise or be perceived to compromise impartial decision-making.
3. falsely act in a manner that appears to be an official act of the district or gain an advantage that is derived from their position as an employee of the school district.
4. receive remuneration or favor relating to the sale or use of materials or work produced on school district time. The District will retain all rights to such works produced by employees but would consider revenue sharing with an employee where appropriate (eg: development of intellectual property).
5. use school district premises, materials and/or equipment for external business purposes, or for any other purpose which might compromise the interests of an employee or the school district.
6. receive remuneration from another organization for services that have been performed in whole or in part on school district time. An employee who has been asked and wishes to provide a service outside the school district to another organization, must consult with and seek prior approval of the Superintendent or the Secretary-Treasurer. The school

district does not consider the receipt of a modest gift, an honorarium under \$200 per day, or the recovery of out-of-pocket expenses as remuneration for workshop participation.

7. receive additional fees or compensation for teaching, tutoring, counseling or any other related services provided to a student(s) in their group(s), class(es) or currently under their individual care.
8. directly or indirectly accept a gift(s) from a person (eg. individual student, parent, guardian, contractor or patron of the school district) that exceeds \$150 in value annually unless approved by his/her supervisor. Letters of gratitude are considered the most appropriate form of recognition for school district employees.

### **Personnel Process(es) - Employees**

1. Subject to an employee's rights under their respective collective agreement, an employee who is in a position to materially affect a term or condition of employment of a relative, business associate or someone in a close personal relationship, must disclose their relationship. Disclosure must be made at the start of the personnel process, and again when the final decision is being made.
2. The Superintendent and Secretary Treasurer are prohibited from being in direct supervision of a relative. Direct supervision includes day-to-day supervision, performance evaluations, assignment of duties, approval of requisitions and determination of salary, wages or benefits.
3. An employee should not be involved in any process that could result in a benefit or harm to a relative, business associate, or someone in a close personal relationship.

### **Information and Confidentiality**

1. Employees have a general duty of loyalty and fidelity to represent the interests of the publicly elected Board of Education.
2. Employees shall not divulge information which is not available to the general public.
3. Employees with access to confidential information shall maintain confidentiality.

### **Interpretation and Adjudication of the Policy**

In the event that an employee or a member of the public has a question and/or concern regarding (a) the interpretation of the meaning of any section(s) of this policy, and/or (b) whether they are personally in a conflict of interest, and/or (c) whether a member of staff is in a conflict of interest, the person should contact either the Superintendent or the Secretary-Treasurer for advice and assistance.

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