

<b>PERSONNEL AND EMPLOYEE RELATIONS</b>	<b>7000</b>
<b>CONFLICT OF INTEREST – TEACHER HIRING POLICY</b>	<b>7022</b>

1. Rationale

Lakehead District School Board (LDSB) is committed to fostering public trust in education and endeavours to maintain the highest business and ethical standards. The policy is intended to facilitate the protection of the integrity of the employee, in the course of their teacher hiring responsibilities to LDSB.

2. Policy

- 2.1 This policy defines and addresses potential, apparent and actual conflicts of interest that may arise during teacher hiring at LDSB. It provides guidance to employees so that conflicts of interest are recognized, and either avoided or resolved expeditiously through the procedures for disclosure and management.
- 2.2 The fundamental principle underlying this policy is that employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of LDSB.

3. Application and Scope

This policy applies to all employees of LDSB involved in teacher hiring. It also applies to individuals who are invited by LDSB, in extenuating circumstances, to assist with hiring teachers.

4. Specific Conflicts

Without restricting the generality of this policy, the following circumstances may give rise to conflicts of interest:

- 4.1. Participating in, or influencing the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the employee has, or has had, a relationship.
- 4.2 Acceptance by an employee of a gift from any of the following persons or entities, if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with LDSB:
  - person, group or entity that has dealings with LDSB;
  - a person, group or entity to whom the employee provides services in the course of his or her duties to LDSB; and
  - a person, group or entity that seeks to do business with LDSB.
- 4.3 An employee who is offered a gift in the circumstances described in 4.2 above shall, in writing, notify the superintendent.

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5. Duty to Disclose

Employees and invited individuals must disclose potential, apparent, or actual conflicts of interest that may arise in the context of teacher hiring at LDSB as set out in the procedures.

A potential, apparent or actual conflict of interest involving an employee or invited individual, may also be reported by any other LDSB community member.

6. Procedures

Lakehead District School Board will establish procedures for the disclosure and management of conflict of interest, in accordance with this policy.

7. Definitions

**Conflict of Interest** means a potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to LDSB, or with the employee's participation in any recommendation or decision pertaining to teacher hiring within LDSB. For invited individuals, their participation may give rise to a potential, apparent, or actual conflict of interest.

**External Activity** means any activity of an employee outside the scope of their employment with LDSB, undertaken as part of a commercial or volunteer enterprise.

**Employee** means full-time or part-time employees of LDSB involved in teacher hiring.

**Relationship** means any relationship of the employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

**Supervisor** means the person to whom an employee reports.

8. Contraventions of this Policy

Adherence to this policy, in letter and in spirit, is crucial to the relationships of trust that exist between LDSB, its employees, and the public. Contraventions of this policy undermine these relationships and may lead to disciplinary action. For employees, disciplinary sanctions for breach of this policy may take a range of forms appropriate to the nature of the contravention up to and including termination from employment. For invited individuals, appropriate actions will be taken including removal from the hiring process.

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9. Review

The director of education is ultimately responsible for this policy. This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u><b>Cross Reference</b></u>	<u><b>Date Approved</b></u>	<u><b>Legal Reference</b></u>
7021 Teacher Hiring Policy	June 28, 2022	Education Act
7022 Conflict of Interest – Teacher Hiring Procedures	<u><b>Date Revised</b></u>	Ontario Human Rights Code