

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

#### 1.0 General

The Conflict of Interest - Teacher Hiring Policy defines and addresses potential, apparent and actual conflicts of interest that may arise in the context of teacher hiring. It provides guidance to employees and individuals invited by Lakehead District School Board (LDSB) in extenuating circumstances, so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management.

#### 2.0 Procedures

These procedures support the implementation of the 7022 Conflict of Interest - Teacher Hiring Policy. They address the disclosure and management of conflict of interest. Definitions provided in the policy will apply to these procedures as well.

#### 3.0 Procedures for Disclosure of Conflicts of Interest

3.1 All employees and invited individuals have an obligation to disclose to the superintendent, any conflict of interest. The employee must disclose, in writing, as soon as they could reasonably be aware that a conflict of interest exists. The existence of a conflict of interest does not necessarily preclude involvement in the issue which has given rise to the conflict ("the matter"). The employee must declare, in writing, the nature and extent of the conflict of interest no later than any meeting or process in which the employee participates and at which the matter is to be considered. The employee must refrain from taking part in any discussion or decision-making in relation to the matter, and withdraw from any meeting or process when the matter is being discussed until a decision has been reached regarding the manner in which the conflict of interest will be addressed.

3.2 A conflict of interest involving an employee and invited individuals may also be reported to the superintendent by any other person. A report to a superintendent about the existence of a potential, apparent or actual conflict of interest shall be made in writing.

#### 4.0 Procedures for the Management of Conflict of Interest

4.1 If the superintendent, to whom the disclosure is normally made, also has a conflict of interest, the disclosure should be made, in writing, to the person at the next highest level of authority or their designate.

4.2 The superintendent or designate will investigate to determine if a conflict of interest exists. Where appropriate, the superintendent or designate may consult with the employee and/or others.

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- 4.3 If the superintendent or designate determines there is a conflict of interest, the superintendent or designate should resolve the matter as required in section 5.0 below and shall document, in writing, any remedies that have been applied.

5.0 Options for Resolving Conflict of Interest

If a superintendent or designate determines that a conflict of interest exists, the superintendent or designate will decide the appropriate course of action.

- i) If the matter pertains to section 4.1 of the policy, and where the employee may be knowledgeable and have information central to the discussion, the employee with a conflict or appearance of conflict may be permitted to be involved in the matter without participating in the final decision described in section 4.1 of the policy.
- ii) If an employee fails to disclose a conflict as set out in 3.0 of these procedures above, a range of remedies can be applied, up to and including the termination of employment. If invited individuals fail to disclose a conflict, a range of remedies can be applied, up to and including removal from the hiring process.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
7022 Conflict of Interest – Teacher Hiring Policy	June 22, 2021	Education Act
7021 Teacher Hiring Policy	<u>Date Revised</u>	Ontario Human Rights Code