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| PERSONNEL AND EMPLOYEE RELATIONS | 7000 |
| CONFLICT OF INTEREST POLICY | 7050 |

1.0 Rationale

The 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 employees in the course of fulfilling their responsibilities to LDSB.

2.0 Policy

- 2.1 This policy defines and addresses potential, apparent and actual conflicts of interest that may arise for employees or volunteers at LDSB. It provides guidance to employees and volunteers so that conflicts of interest are recognized and either avoided or resolved expeditiously through the procedures for disclosure and management.
- 2.2 Employees shall support and advance the interests of LDSB and to avoid placing themselves in situations where their personal interests actually, or potentially, conflict with the interests of LDSB or may affect their ability to exercise skill and good judgment on behalf of LDSB in the performance of their duties.
- 2.3 The fundamental principle underlying this policy is that employees, volunteers and trustees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of LDSB.
- 2.4 Employees and volunteers are required to disclose a potential, apparent or actual conflict of interest as soon as they become aware of it, in writing, to their school's principal or manager.

3.0 Application and Scope

This policy applies to all employees and volunteers at LDSB and provides for procedures to address conflicts of interest. The LDSB Trustee Code of Conduct applies to trustees.

The 7022 Conflict of Interest, Teacher Hiring Policy, applies to employees who are involved with teacher hiring and those individuals who are invited by LDSB, in extenuating circumstances, to assist with hiring teachers.

4.0 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;

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- 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 job 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 their job duties at 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 consult with their school's principal or their manager.

5.0 Duty to Disclose

Employees and volunteers at LDSB must disclose potential, apparent or actual conflicts of interest that may arise in the context of their job duties or volunteer work at LDSB as set out in the procedures.

A potential, apparent or actual conflict of interest involving an employee or volunteer may also be reported by any other LDSB community member to their school principal or manager.

6.0 Procedures

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

7.0 Definitions

Conflict of Interest - a potential, apparent, or actual conflict where an employee or volunteer's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's or volunteer's responsibility to LDSB.

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

Employee - full-time, part-time or casual employees of LDSB.

Relationship - any relationship of the employee or volunteer 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.

Manager/Supervisor - the person to whom a student, volunteer or an employee reports.

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Volunteer - refers to invited community members working with LDSB, for example, to support LDSB school-based activities or events.

8.0 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. 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.

9.0 Review

The superintendent responsible for human resources has final responsibility for this policy. This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

| <u>Cross Reference</u> | <u>Date Approved</u> | <u>Legal Reference</u> |
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| 7022 Conflict of Interest – Teacher Hiring Procedures | February 28, 2023 | Education Act Ontario Human Rights Code MFIPPA |
| | <u>Date Revised</u> | Policy/Program Memorandum No. 165 School Board Teacher Hiring Practices |