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

1.0 General

The 7050 Conflict of Interest 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 volunteers so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management.

2.0 Procedures

- 2.1 These procedures support the implementation of the 7050 Conflict of Interest Policy. They address the disclosure and management of conflict of interest involving employees and volunteers. Definitions provided in the 7050 Conflict of Interest Policy will apply to these procedures as well.
- 2.2 Conflicts of interest may include, but are not limited to, circumstances where a Lakehead District School Board (LDSB) employee or volunteer:
 - is involved in a hiring or promotion decision when they have a close personal relationship with the candidate;
 - is involved in any business or other outside activity or interest that interferes with their regular duties and responsibilities at, and for, LDSB;
 - uses LDSB's equipment, resources, materials, or facilities, for outside employment or private practice; and
 - is involved in purchasing or other supply chain related activities and accepts gifts or favours during tendering activities or provides preferential treatment to any bidders or suppliers and/or publicly endorses suppliers or products.
- 2.3 Employees shall not give preferential treatment at LDSB to their relatives, personal friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.
- 2.4 Employees shall not engage in any outside work or undertaking that interferes with the performance of their duties for LDSB; and/or occurs during the individual's normal working hours; and/or would otherwise constitute full time employment.
- 2.5 Where there is a situation where an employee may have a direct supervisory role over another family member or close associate as a result of circumstances ranging from the implementation of a collective agreement to a change in work responsibilities, each employee shall report this conflict, in writing, to their superintendent who will then make contact with human resources to determine if any action is required.
- 2.6 Employees of LDSB shall not, during or after their employment with LDSB, use their positions or knowledge derived therefrom, confidential information, LDSB time and/or facilities, for their personal or private financial gain, or other benefit, or for that of their friends, relatives or private associations or harm LDSB in any way.

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3.0 Procedures for Disclosure of Conflicts of Interest

- 3.1 All employees and volunteers have an obligation to disclose to their school's principal or manager, any conflict of interest. The employee or volunteer must disclose, in writing, as soon as they could reasonably be aware that a conflict of interest exists.
- 3.2 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. Volunteers may be required to excuse themselves from the matter.
- 3.3 A conflict of interest involving an employee or a volunteer may also be reported to the school's principal or manager by any other LDSB community member. A report to a school's principal or manager 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 school's principal or manager, 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 school's principal or manager will investigate to determine if a conflict of interest exists. Where appropriate, the school's principal or manager may consult with the employee, the volunteer, their superintendent and/or others.
- 4.3 If the school's principal or manager determines there is a conflict of interest, the school's principal or manager should resolve the matter as required in Section 5.0, below, and shall document, in writing, any remedies that have been applied.

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5.0 Options for Resolving Conflict of Interest

If a school's principal or manager determines that a conflict of interest exists, the school's principal or manager will decide the appropriate course of action:

1. 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.
2. If an employee fails to disclose a conflict as set out in Section 3.0 of these procedures above, a range of remedies can be applied, up to and including the termination of employment. If a volunteer fails to disclose a conflict, a range of remedies can be applied, up to including removal from participation in the matter.

| <u>Cross Reference</u> | <u>Date Approved</u> | <u>Legal Reference</u> |
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| 7021 Teacher Hiring Policy | February 28, 2023 | Education Act Ontario Human Rights Code |
| 7022 Conflict of Interest – Teacher Hiring Policy | <u>Date Revised</u> | Policy/Program Memorandum No. 165 School Board Teacher Hiring Practices |