

Division Human Resources	Policy Series 700	Policy # 700.5
Subject Employee Roles and Responsibilities	Replaces	
Responsible Authority <ul style="list-style-type: none"> • DIRECTOR OF EDUCATION • ASSISTANT DIRECTOR OF EDUCATION (HUMAN RESOURCES) 	Date Approved November 15, 2008	
	Effective Date December 15, 2008	
Date Reviewed <i>March 6, 2012</i>	Date Revised <i>March 6, 2012</i>	

700.5(1) Policy Name

Conflict of Interest

700.5(2) Policy Statement

- 700.5(2.1) Nova Central School District employees are expected to adhere to the highest standards of behaviour and to conduct themselves with personal integrity, honesty, ethics and diligence in the performance of their duties.
- 700.5(2.2) Employees shall avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of Nova Central School District.
- 700.5(2.3) Nova Central School District employees shall disclose a conflict of interest as soon as it arises.
- 700.5(2.4) An individual shall not use or supply information (that he or she has acquired as the result of his/her official capacity with the district), for his/her own or someone else's personal or financial gain.
- 700.5(2.5) A Nova Central School District employee who fails to comply with the terms of the district's conflict of interest policy may be subject to disciplinary action, up to and including dismissal.

200.1(3) Policy Rationale/Purpose

- 700.5(3.1) Individual school district employees have a number of professional and personal interests. These may include, but not be limited to, the following:
- 3.1.1 His/her position of employment with the district
 - 3.1.2 Other paid employment
 - 3.1.3 Role(s) as family member
 - 3.1.4 Memberships
 - 3.1.5 Business/corporate interests
 - 3.1.6 Volunteer roles.
- 700.5(3.2) The purpose of this policy is to establish the parameters for employee conduct regarding possible conflict of interest situations.

700.5(4) References

- 700.5(4.1) An Act Respecting Conflict of Interest in Matters of Public Concern, Revised Statutes of Newfoundland 1990, Chapter C-30
- 700.5(4.2) Nova Central School Board of Trustees, Governance Policy 2.15

700.5(5) Scope

This policy applies to all employees of Nova Central School Board, including managerial staff and full-time, part-time and casual employees.

700.5(6) Roles and Responsibilities

Responsible Division: **Human Resources**

- 700.5(6.1) The **Assistant Director of Education (Human Resources)** shall be responsible for the implementation, monitoring and revision of this policy.
- 700.5(6.2) Nova Central School District individual employees are responsible for following both the letter and the spirit of this policy and for reporting actual or potential conflicts as required.

700.5(7) Procedures*

700.5(7.1) Identifying and disclosing a conflict of interest

700.5(7.2) Outside Activities

700.5(7.3) Restrictions

**[Please refer to Operational Procedures for Nova Central School District]*

700.5(8) Definitions

700.5(8.1) **Conflict of Interest:** A circumstance whereby the personal or private interests of an employee or an associated party conflict with the interests of Nova Central School District. As a result of the conflict, an employee or associated party could benefit or be perceived to benefit from the employee's actions, influences or position with the district and/or where the advancement of those interests are detrimental and potentially harmful to the interests and/or reputation of Nova Central School District.

700.5(8.2) **Associated Party:** Associated party may include:

- 8.2.1 Family member (such as spouse, father, mother, child, brother, sister, father-in-law, mother-in-law)
- 8.2.2 Incorporated or unincorporated company with which the employee is associated.
- 8.2.3 An organization with which the employee is associated.

700.5(9) Review

This policy shall be reviewed every two years.

700.5(10) School Policy

Schools and school district offices shall follow the district policy with respect to conflict of interest.