



## **700.5(7) Procedures**

### **Policy 700.5 Conflict of Interest**

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#### **700.5(7.1) Identifying and Disclosing a Conflict of Interest**

When an employee is involved in a potential conflict of interest situation, it is important for the individual to take steps to deal with the situation and to ensure that the interests of the district and his/her own reputation are not undermined.

- 7.1.1 A Nova Central School District employee, in a situation where his/her personal or private interests may conflict with those of the district, is required to identify the conflict to appropriate district personnel in a timely manner.
- 7.1.2 If the matter in which an employee has an interest arises at a meeting, the employee shall identify that they have an interest before the matter is discussed.

#### **700.5(7.2) Outside Activities**

- 7.2.1 Nova Central School District employees shall not engage in any outside work or undertaking that:
  - a) Interferes with the performance of his/her duties for the district;
  - b) Occurs during the individual's normal working hours.
- 7.2.2 Employees shall not purport to represent the district or to speak on the district's behalf at outside activities unless authorized to do so by the Director of Education or his/her designate.

#### **700.5(7.3) Restrictions**

- 7.3.1 Nova Central School District employees shall not directly sell any supplies, equipment or services to the district.
- 7.3.2 Firms, businesses, corporations or associations where a district employee has a substantial interest shall only sell supplies,

equipment or services to the district when such sales or purchases are made on the basis of competitive bids or quotations solicited in accordance with the *Public Tendering Act* or other relevant legislation, and district purchasing policies and procedures.

- 7.3.3 Employees who are responsible for hiring staff shall declare a conflict of interest and excuse themselves from any step of the recruitment, retention or remuneration process, including reclassifications, when a member of their immediate or extended family applies for a position.
- 7.3.4 Employees shall not directly supervise a member of their immediate or extended family without the authorization of the Assistant Director of Education (Human Resources).
- 7.3.5 Employees shall not accept monetary or other gifts or favours, other than those of nominal value presented as a matter of hospitality or protocol.
- 7.3.6 Employees shall not use or lend board-owned property of any kind for activities not associated with their official capacity with the district, except where authorized by their supervisor.
- 7.3.7 Employees shall not release to unauthorized persons any personal or confidential information, to which they only have access through their official capacity with the district.
- 7.3.8 Teachers shall not tutor students for pay for courses that they are teaching the students.
- 7.3.9 Employees shall not promote for direct or indirect compensation any materials or services related to curriculum delivery (eg. books, learning materials, training) in which they have a vested interest, except where authorized by their supervisor.