



## POLICY #4.46

# CONFLICT OF INTEREST

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## PREAMBLE

The Board recognizes that, as a duly-elected public body, it is in a unique position of authority, influence and trust. While the Board has confidence in the ability of school district employees to carry out their duties in a responsible, trustworthy manner, it is in the best interest of all concerned that the principles and policies

EMPLOYEES OF SCHOOL DISTRICT NO. 41 (BURNABY) OCCUPY POSITIONS OF PUBLIC TRUST AND CONFIDENCE. THEY ARE EXPECTED TO DISCHARGE THEIR DUTIES AND RESPONSIBILITIES PROFESSIONALLY, EFFICIENTLY AND IMPARTIALLY. EACH EMPLOYEE IS EXPECTED TO ANTICIPATE AND TO AVOID CONFLICTS OF INTEREST. IT IS IMPERATIVE THAT EMPLOYEES ALWAYS BE SEEN AS ACTING IN THE BEST INTERESTS OF THE PUBLIC, AND DO NOT COMPROMISE THEMSELVES IN THE DISCHARGE OF THEIR DUTIES.

## OBJECTIVES

A conflict of interest arises when an individual is or may be seen to be advancing one's own interests in a manner that is detrimental to the integrity or interest of the School District. As a public institution the School District must not allow conflicts or perceived conflicts to exist. An employee is expected to request a determination from the Superintendent or designate before engaging in any activity which might reasonably raise questions about a possible conflict of interest.

## DEFINITIONS

1. For the purposes of this policy a relative is defined as a spouse (including common-law), parent, grandparent, sibling or child in-law.
2. A direct relationship is defined as a relationship between relatives and / or members of the same household.

## Existence of Conflict of Interest

When an employee is in a position to influence personnel decisions (such as recruitment, offer of employment, evaluation of performance, promotion or termination of employment) with respect to another with whom they have a direct relationship that person will be viewed as being in a conflict of interest.

## Employees' Duty to Avoid Conflict of Interest

To avoid conflicts of interest, employees should ensure they do not find themselves in the following positions:

1. Hiring or influencing the hiring of persons with whom they have a direct relationship;
2. Being a member of a selection committee that will place or hire persons with whom they have a direct relationship; or
3. Performing direct supervisory tasks of an employee with whom they have a direct relationship. Where the supervisory employee's efforts to avoid the conflict require cooperation from the school district, the process for dealing with accommodation as set out below shall apply.

## Waiver

In exceptional circumstances, such as the inability of the school district to find other qualified