

400.2.1 Employee Conflict of Interest

Policy

Employees have an ethical responsibility to avoid situations that constitute a conflict of interest. Each employee shall voluntarily declare any conflict of interest that may arise and remove themselves from the conflict of interest situation.

Regulations

1. For the purpose of this policy, conflict of interest shall be defined as “any situation in which an individual is in a position as an employee of the Division to exploit a professional or official capacity in some way so as to create a personal benefit for him/herself or one that benefits a friend or family member”.
2. Conflict of interest includes but is not limited to the following:
 - 2.1 participation in the hiring, directly working with, supervision and/or evaluation of a family member or common law partner;
 - 2.2 receiving personal economic benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the employee’s relationship to the Division is in any way utilized to influence the sale;
 - 2.3 receiving personal economic benefit from the sale of instructional and training materials and/or equipment where the development of such materials or equipment arose out of their duties and responsibilities as a Division employee;
 - 2.4 encouraging a student who is enrolled in one or more of the teacher’s classes to take private lessons or tutoring for a fee from the employee;
 - 2.5 participating in any way in the selection of materials or equipment, for use in the Division, when the item(s) under consideration were developed by or authored (in whole or in part) by the employee or a member of his/her immediate family;
 - 2.6 using the Division’s communication system (inter-school mail, telephone, email, etc.) to promote sales of a product in an employee has a financial interest;

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- 2.7 using or providing an employee or student directory for use in promoting sales of a product or service;
 - 2.8 purchasing or otherwise acquiring surplus Division property where the employee was involved in or had influence in the process of declaring the item(s) as surplus;
 - 2.9 using Division material, equipment, personnel, and/or facilities for purposes not directly related to the individual's work-related duties and responsibilities or for personal gain;
 - 2.10 selecting a family member or a common law partner as a substitute when an employee requires a replacement unless approved by the Superintendent or designate;
 - 2.11 other activities including a business in which the individual has a personal vested interest beyond that which arises out of his/her work related duties and responsibilities.
3. Should an employee become aware of contravention of this Policy they should advise their supervisor or Associate Superintendent of Human Resources.
4. Individuals contravening this policy may be subject to discipline.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta Education Act:	Sections – 85-96
Other Statutes:	Freedom of Information and Protection of Privacy Act
Division Policies:	Policy 400.1 Welcoming, Safe Appendix 400.1 Code of Conduct 202.1.2 Conflict of Interest
Other:	Alberta Teachers' Association – Code of Professional Conduct