



Northeastern Catholic District School Board

HIRING – CONFLICT OF INTEREST

Policy Number: P-6

Authority: 21-50/24-78

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to maintaining the highest business and ethical standards, and to facilitate the protection of the integrity of Employees in the course of their hiring responsibilities to the Board.

This Policy defines and addresses potential, apparent and actual conflicts of interest. It provides guidance to Employees so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management.

The fundamental principle underlying this Policy is that Employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of the Board.

REFERENCES

Constitution Act, 1982

Ontario Human Rights Code

Policy Program Memorandum (PPM)

165 Teacher Hiring Practices

NCDSB Policy

P-9 Recruitment and Selection

NCDSB Administrative Procedure

APP009 Recruitment and Selection

DEFINITIONS

Conflict of Interest

A potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board, or with the employee's participation in any recommendation or decision pertaining to teacher hiring within the Board.

Employee

Full-time or part-time Employees of the Board involved in staff hiring.

External Activity

Any activity of an Employee outside the scope of their employment with the Board undertaken as part of a commercial or volunteer enterprise.

Relationship

Any relationship of the employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Supervisor

The person to whom an employee reports.

POLICY REGULATIONS

1.0 SPECIFIC CONFLICTS

- 1.1 No Employee of the Board shall participate in or influence the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the employee has or had a relationship.
- 1.2 No Employee of the Board shall accept a gift from any of the following persons or entities if a reasonable person might conclude that the gift could influence the Employee when performing hiring duties with the School Board:
 - i) a person, group, or entity that has dealings with the Board;
 - ii) a person, group, or entity to whom the employee provides services in the course of his or her duties to the Board;
 - iii) a person, group, or entity that seeks to do business with the School Board.
- 1.3 An Employee who is offered a gift in the circumstances described in 1.2 above shall, in writing, notify their Supervisor.

2.0 DISCLOSURE OF CONFLICTS OF INTEREST

- 2.1 All Employees have an obligation to disclose in writing to their Supervisor or the Director of Education any conflict of interest, in writing, as soon as they could reasonably be aware that conflict of interest exists.
- 2.2 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.
- 2.3 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.
- 2.4 A conflict of interest involving an Employee may also be reported to a Supervisor by any other person. A report to a Supervisor about the existence of a potential, apparent or actual conflict of interest shall be made in writing.

3.0 MANAGEMENT OF CONFLICTS OF INTEREST

- 3.1 If the Supervisor or Director of Education to whom the disclosure is made also has a conflict of interest, the disclosure should be made in writing to the person at the next highest level of authority.
- 3.2 The Supervisor or Director of Education will investigate to determine if a conflict of interest exists. Where appropriate, the Supervisor or Director of Education may consult with the Employee and/or others.
- 3.3 If the Supervisor or Director of Education determines there is a conflict of interest, the Supervisor or Director of Education should resolve the matter as per Section 4.0 below and shall document, in writing, any remedies that have been applied.

4.0 OPTIONS FOR RESOLVING CONFLICTS OF INTEREST

- 4.1 If a Supervisor or Director of Education determines that a conflict of interest exists, the Supervisor or Director of Education will decide a course of action from the following options:
 - i) If the Matter pertains to Section 1.2 above, 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 1.2 above.
 - ii) If an Employee fails to disclose a Conflict as per Section 2.0 above, a range of remedies can be applied, up to and including the termination of employment.

5.0 CONTRAVENTION OF THIS POLICY

- 5.1 Adherence to this Policy, in letter and in spirit, is crucial to the relationships of trust that exist between the Board, its Employees, and the public. Contraventions of this Policy, whether arising from dishonesty or inattention, undermine these relationships and may lead to disciplinary action.
- 5.2 For Employees, disciplinary sanctions for breach of this policy may take a range of forms appropriate to the nature of the contravention and could include dismissal from employment.