



Appendix

Examples - Conflict of Interest Policy

The following are examples to be used as a resource to help clarify conflict of interest and perceived conflict of interest situations that could arise within the Newfoundland and Labrador English School District (the “District”). This is not an exhaustive list and the examples provided should not be construed as the only types of conflict of interest situations that could arise. Should these or other conflict of interest situations occur, employees are to comply with disclosure requirements as per the District’s Conflict of Interest Policy (FIN-405).

1. Provision of educational services outside employment

District employees must avoid undertaking an outside activity which would otherwise be offered, undertaken, or performed by the District, including the provision of educational services delivered by the District. Tutoring for compensation is one example of a service that teachers should not offer students in their school. Employees are required to review their terms of employment, contract or privileges, including their collective agreement or contract of employment to determine any provisions regarding outside activities. Such activity may require disclosure and prior approval by the District Executive.

Rationale: Employees are required to provide educational services for the benefit of students for no additional financial gain. Employees who are approved to offer services outside of their employment with the District must provide adequate documentation that there is no inappropriate use of information for personal gain. This ensures all activities are disclosed and approved prior to commencement of activities.

2. Private Practice: Self-referral or referral to a closely associated person

District employees must not use their position with the District to generate referrals to their own private practice. This includes creating referrals to their practice or that of a close associate of that practice. There may be exceptions with full disclosure of the interest of the student and approval by the District Executive.

Rationale: Referrals of this nature can cause confusion and conflict with the integrity of the educational services delivered by the District by actually or seeming to allow the personal, business or financial interests of the District employee to influence the services to the student.

3. Use of confidential information, or information for personal/financial gain

District employees must not supply or share privileged or confidential information they have acquired through their employment with the District. This could, for example, be information from student or human resource records. Employees must only share information to those authorized to receive it.

Employees must also not share information acquired from their employment for their own or someone else's personal financial gain. Some examples include information that is relevant in tender bids, or other procurement activities or contracts.

Rationale: Sharing of confidential information could result in privacy breaches. Sharing of District information related to procurement can provide unfair advantage in competitions.

4. Personal or family business interest

Employees shall not use their position with the District to promote or endorse goods and services where they have a personal, financial or business interest. Any goods or services must be purchased through the public tender process. An example would be promotion of a family business as a supplier for goods and services. Similarly, District employees must not influence the purchase of materials, services or training for the District in which the employee or family member has a personal interest. Employees must not promote their professional services to other employees or students of the District. An example would be promotion of materials related to curriculum (books, materials, training) in which the employee or their family member has a personal interest. Employees must declare and remove themselves from any procurement activities where there is a personal interest.

Rationale: It is important to ensure integrity in the purchasing process and avoid real or perceived conflict. Disclosure is essential if any employee has personal connections with suppliers when conducting business on behalf of the District.

5. Use of Board Property including facilities, vehicles, and/or equipment or materials

District employees must refrain from using or lending District facilities, vehicles, and or equipment for their personal use or gain. An example is using District vehicles for personal business outside of work requirements.

Rationale: The District is liable for all facilities, vehicles and or equipment. Use of any District assets for personal use or gain is not permitted.

6. Acceptance of Gifts, Benefits or Financial Favors

District employees are not to accept any gifts including cash or cash value gift cards, coupons, discounts, meals, travel or accommodations, or rewards from any person or organization as a result of their employment with the District. Some examples include rewards or discounts received from Air Miles, Yay! Cards or other monetary benefits for purchases or travel booked on behalf of the District. Gifts and tokens of appreciation for teams or staff of a reasonable amount per recipient may be accepted or shared (i.e., small gifts from children to the teacher at the end of the school year).

Rationale: Acceptance of benefits, cash, rewards etc., can create the perception of unfair influence in allocation of contracts, or sense of obligation.

7. Involvement in personnel decisions (hiring/recruitment/remuneration)

District employees who are involved in recruitment, appointment, re-appointment, hiring, performance evaluations, disciplinary matters, compensation, leave requests, expense claims or other personnel decisions where the employee has a close personal relationship (e.g., spouse or family member), must remove themselves from the process. In the event of an employee supervising a family member, they must disclose the relationship and not approve any compensation (overtime, expense or travel claims).

Rationale: The District must not practice nepotism and be seen as disengaged from decisions where one's role and influence may or appear to be conflicted.