

# ADMINISTRATIVE REGULATIONS

TITLE: CONFLICT OF INTEREST  
CATEGORY: PERSONNEL  
NUMBER: 2050

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## I. ETHICAL STANDARDS

- A. No District Administrator shall affect their presentation to the Board by personal prejudices or affiliations or by any other personal association.
- B. Partisan politics at any level are not to be introduced into the workplace.
- C. All District Administrators must conduct themselves in a manner that does not bring discredit to themselves, their profession or to the District.
- D. District Administrators shall treat Board members, students, parents and other members of the community with dignity, respect and consideration. District Administrators must not engage in personal or sexual harassment, or discrimination or harassment based on any of the prohibited grounds covered by the *BC Human Rights Code*.
- E. District Administration shall adhere to the approved policies and regulations of the Board.

## II. CONFLICT OF INTEREST

- A. "Conflict of Interest" is any activity which might be perceived by a reasonable person as using the employment relationship for undue personal advantage or for the advantage of friends or relatives, or any activity which may conflict with a District Administrator's duties and responsibilities to the Board.
- B. No District Administrator shall place himself or herself in a position of Conflict of Interest, or potential Conflict of Interest, as an employee of the Board.
- C. While the Board recognizes the right of public service employees to be involved in activities as citizens of the community, conflict must not exist between the private interests of District Administrators and the discharge of their job-related duties.

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D. District Administrators shall not permit considerations of private gain or personal interest to affect the discharge of their professional responsibilities.

E. District premises, materials and equipment should not be used for external business purposes or for any other purpose which might compromise the interests of the District.

### III. DEALING WITH RELATIVES

A. For the purpose of this policy, a "relative" is defined as a spouse (including common-law), "significant other", child, parent, grandparent, grandchild, brother, sister, in-law, former spouse, step-child, step-parent, uncle, aunt, nephew, niece, or other dependent individual.

B. District Administrators are prohibited from being in direct supervision of a relative. Direct supervision includes day-to-day supervision, performance evaluations, assignment of duties, approval of requisitions and determination of salary, wages or benefits.

C. When a District Administrator who is involved in the selection process is a relative of an applicant, the District Administrator is automatically disqualified from participation in decision-making related to the competition.

D. District Administrators, who exercise regulatory, inspectional, or other discretionary control over others, must disqualify themselves from dealing with relatives.

E. The Superintendent of Schools may, in his/her sole discretion, allow direct supervision of a relative provided he or she is satisfied that sufficient safeguards are in place to ensure that the District's interests are not compromised.

F. If the Superintendent of Schools is in a position of direct supervision of a relative, the Board may, in its discretion, allow direct supervision of the relative provided it is satisfied that sufficient safeguards are in place to ensure that the District's interests are not compromised.

### IV. GIFTS

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A. District Administrators shall not accept a gift, favour or service that arises out of employment by the Board from any individual, organization or corporation, other than the normal exchange of hospitality between persons doing business together; tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

B. District Administrators will not engage in outside activities for which they receive remuneration (beyond expenses) unless such activities do not:

1. interfere with the performance of their duties as an employee of the District;
2. create Conflicts of Interest or potential Conflicts of Interest;
3. negatively affect the interests of the District; or
4. negatively affect public confidence in the Board and the District.

## V. PROFESSIONAL RESPONSIBILITIES

A. District Administrators accept the responsibility to keep abreast of current developments in education and to contribute to the growing body of specialized knowledge, concepts and skills that characterize the professional aspects of Education Administration.

B. District Administrators will strive to provide the best possible educational experience and opportunities to all persons in the District, placing the needs of the student above all other considerations. District Administrators recognize that the schools are the public's business and shall seek to keep the community fully informed about District schools while maintaining confidences entrusted to them in the course of executing the affairs of the schools.

C. It is essential that District Administrators recognize their responsibility to ensure that confidential information received as a result of employment by the District remains confidential, and is not divulged to anyone other than individuals authorized to receive such information. Disclosure of confidential information may put employees in a position of Conflict of Interest, and great care must be taken when communicating with individuals inside and outside the District.

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D. Caution and discretion in handling confidential information extends to disclosure made inside and outside of the District and continues to apply after the employment relationship ceases.

E. Confidential information that District Administrators receive through their employment must not be used by a District Administrator for the purpose of furthering any private interest, or as a means of making personal gains.

F. The above provisions regarding confidential information are in addition to any statutory obligations Districts Administrators have regarding the safeguarding of information (e.g. under relevant privacy legislation).

G. District Administrators shall execute policies of the Board and enforce rules and regulations of the Ministry of Education in an impartial manner.

H. District Administrators shall refrain from denigration of the character and competence of colleagues and trustees, and present professional judgments of colleagues in an appropriate forum.

I. In addition to any statutory reporting obligations, District Administrators have a duty to report any violation of the law and/or Board policy to the Superintendent of Schools and will not be subject to discipline or reprisal for bringing forward, in good faith, such allegations.

## VI. RELATIONSHIP WITH THE BOARD

A. District Administrators will interact with the Board in an impartial and professional manner.

B. Difficulties with District Administration/Board interaction will be dealt with through the Superintendent of Schools and the Chair of the Board.

## VII. RESPONSIBILITY FOR ADMINISTRATION OF THE POLICY



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- A. The responsibility for the administration and monitoring of this policy with respect to District Administrators and for issuing the instructions necessary to implement it rests with the Superintendent of Schools.
- B. The responsibility for the administration of this policy with respect to the Superintendent of Schools rests with the Board.
- C. The Superintendent of Schools will determine any questions that might arise with respect to whether a Conflict of Interest exists. District Administrators must request a determination in writing of the Superintendent of Schools (or designate) before engaging in an activity which might reasonably raise questions about a possible Conflict of Interest.
- D. The Superintendent of Schools must request a determination of the Board before engaging in any activity that might reasonably raise questions about a possible Conflict of Interest.
- E. It is the duty of District Administrators to recognize whether a Conflict of Interest or potential Conflict of Interest exists and to ensure that it is resolved. No District Administrators will be excused from compliance with this policy or any other rule of law relating to Conflicts of Interest on the basis that the individual did not realize that a Conflict of Interest existed or might arise.

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**References:** Board Policy 3.4