

# ADMINISTRATIVE REGULATIONS

TITLE: CONFLICT OF INTEREST

CATEGORY: PERSONNEL

NUMBER: 2050

CIRCULATING UNTIL JUNE 23, 2021

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## I. RATIONALE

The Board recognizes that all staff in a management or supervisory position ( “District Administrators”) perform their work efficiently, impartially, and with integrity. This regulation refines expectations regarding Conflicts of Interest for District Administrators.

## II. ETHICAL STANDARDS

- A. District Administrators will ensure that personal prejudices, affiliations or any other personal association will not impact their work obligations.
- B. District Administrators will ensure that partisan politics are not introduced into the workplace including amongst staff, students or the community.
- C. District Administrators will conduct themselves in a manner that brings credit to themselves, their profession and to this district.
- D. District Administrators will treat Board members, students, parents and other members of the community with dignity, respect and consideration.
- E. District Administrators acknowledge that every person has the right to freedom from personal or sexual harassment, or discrimination, or harassment based on any of the prohibited grounds covered by the *BC Human Rights Code*.
- F. District Administration will adhere and support Ministry of Education Regulations, Board policies and district regulations.

## III. 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. District Administrators will ensure that they do not place themselves in a position of Conflict of Interest, or potential Conflict of Interest.
- C. While the Board recognizes the right of public service employees to be involved in activities as citizens of the community, conflict shall not exist between the private interests of District Administrators and the discharge of their job-related duties.
- D. District Administrators will conduct their professional responsibilities without considerations of private gain or personal interest.

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E. District premises, materials and equipment are to be used for district purposes only.

## IV. RELATIVES OF DISTRICT EMPLOYEES

A. For the purpose of this regulation, 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 do not directly supervise their relatives. Direct supervision includes day-to-day supervision, performance evaluations, assignment of duties, approval of requisitions and determination of salary, wages or benefits.

C. The Superintendent of Schools may allow a District Administrator to directly supervise a relative provided they are satisfied that a written plan is in place to ensure that the District's interests are not compromised.

D. The Board may allow the Superintendent of Schools to directly supervise a relative provided it is satisfied that a written plan is in place to ensure that the District's interests are not compromised.

E. A District Administrator shall not be a part of an employment selection process in which a relative is an applicant for the position.

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

## V. GIFTS

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 engage in outside activities for which they receive remuneration (beyond expenses) only if 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.

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## VI. 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 their professional responsibilities.
- 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.
- C. 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.
- D. District Administrators must 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 and required to receive such information.
- E. Caution and discretion in handling confidential information includes disclosure made inside and outside of the District and continues to apply after the employment relationship ceases.
- F. Confidential information that District Administrators receive through their employment must not be used for furthering any private interest, or as a means of making personal gains.
- G. 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).
- H. District Administrators shall speak well of the character and competence of colleagues and trustees, and present any 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 or District Regulation to the Superintendent of Schools and will not be subject to discipline or reprisal for bringing forward, in good faith, such allegations.

## VII. RELATIONSHIP WITH THE BOARD

- A. District Administration/Board relationships are the responsibility of the Superintendent of Schools and the Chair of the Board.

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## VIII. ADMINISTRATION

- A. The responsibility for the administration of this regulation with respect to the Superintendent of Schools rests with the Board.
- B. The Superintendent of Schools will determine any questions regarding whether a Conflict of Interest exists in any particular situation. 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.
- C. 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.
- D. 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.
- E. District Administrators will not 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.

Received: TBD – anticipated May 2021

References: Board Policy 3.5, 3.6