



Policy: Conflict of Interest

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Policy Statement

The Superior North Catholic District School Board commits to operational and fiscal effectiveness in all of its partnerships, based on Catholic values. As a designated broader public sector organization, the Board will ensure it complies with specific guidelines or directives designed for the broader public sector (BPS).

This policy was developed to comply with the Broader Public Sector Perquisites Directive issued by the Management Board of Cabinet dated August 2, 2011. This policy sets out rules for the provision for perquisites that are allowable and those that are not.

This policy applies to all employees, elected officials (Trustees), appointees and Board members.

Key principles to be observed are: accountability, transparency, and value for money.

Terms and Conditions

Advantage refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others. An advantage is not allowable if it is not a business-related requirement. An advantage is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job

Accountability refers to the state of being accountable, liable, or answerable.

Transparency refers to being clear, honest and open communication

Privileges refer to a right, immunity, or benefit enjoyed only by a person beyond the advantages of most; a special right, immunity, or exemption granted to persons in authority or office to free them from certain obligations or liabilities.

Guidelines

The following advantages are not allowed under any circumstance:

- free labour or gifts (teachers are exempt when receiving gifts from their students)
- Free services from entities within the SNCDSB
- professional advisory services for personal matters, such as tax or estate planning

These privileges cannot be provided by any means, including:

- an offer of employment letter, as a promise of a benefit
- an employment contract, or
- a reimbursement of an expense

This policy does not apply to the following:

- provisions of collective agreements
- insured benefits
- items generally available on a non-discriminatory basis for all or most employees (e.g. an employee assistance program, pension plans)
- health and safety requirements (e.g. provision of work boots)
- employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays)
- expenses covered under an organization's rules on travel, meals and hospitality (established in accordance with the BPS Expenses Directive)

Appropriate approvals of an advantage are obtained from a higher-ranking employee as follows:

- in the case of all employees, the Director of Education or his/her designate
- in the case of Trustees, the Chair of the Board, Vice Chair or a designated senior official of the Board
- in the case of the Chair of the Board, a designated senior official of the Board other than the Director of Education
- in the case of the Director of Education, the Chair of the Board

Good record-keeping practices must be maintained for verification and audit purposes. Summary information about allowable advantages will be made publicly available on the Board's web site, and will be updated annually. Personal information will not be provided.

References

- BPS Perquisites Directive
- O. Reg. 381/07: Conflict of Interest Rules for Public Servants (Ministry and Former Public Servants)
- Public Service Ontario Act, 2007, c. 35, Schedule A

Approval and Review Dates

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Reviewed by: Policy Committee, Administrative Council