



<b>PERSONNEL AND EMPLOYEE RELATIONS</b>	<b>7000</b>
<b>CONFLICT OF INTEREST PROCEDURES</b>	<b>7050</b>

3.0 Procedures for Disclosure of Conflicts of Interest

- 3.1 All employees and volunteers have an obligation to disclose to their school principal or manager, any conflict of interest. The employee or volunteer must disclose, in writing, as soon as they could reasonably be aware that a conflict of interest exists.
- 3.2 The existence of a conflict of interest does not necessarily preclude involvement in the issue which has given rise to the conflict. 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. 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. Volunteers may be required to excuse themselves from the matter.
- 3.3 A conflict of interest involving an employee or a volunteer may also be reported to the school principal or manager by any other LDSB community member. A report to a school principal or manager about the existence of a potential, apparent or actual conflict of interest shall be made in writing.

4.0 Procedures for the Management of Conflict of Interest

- 4.1 If the school principal or manager, to whom the disclosure is normally made, also has a conflict of interest, the disclosure should be made, in writing, to the person at the next highest level of authority or their designate.
- 4.2 The school principal or manager will investigate to determine if a conflict of interest exists. Where appropriate, the school principal or manager may consult with the employee, the volunteer, their superintendent and/or others.
- 4.3 If the school principal or manager determines there is a conflict of interest, the school principal or manager should resolve the matter as required in Section 5.0, below, and shall document, in writing, any remedies that have been applied.

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5.0 Options for Resolving Conflict of Interest

If a school principal or manager determines that a conflict of interest exists, the school principal or manager will decide the appropriate course of action:

1. If the matter pertains to Section 4.1 of the policy, 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 4.1 of the policy.
2. If an employee fails to disclose a conflict as set out in Section 3.0 of these procedures above, a range of remedies can be applied, up to and including the termination of employment. If a volunteer fails to disclose a conflict, a range of remedies can be applied, up to including removal from participation in the matter.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
7021 Teacher Hiring Policy	February 28, 2023	Education Act Ontario Human Rights Code
7022 Conflict of Interest Teacher Hiring Policy	<u>Date Revised</u>	Policy/Program Memorandum No. 165 School Board Teacher Hiring Practices