



## GOVERNANCE 3 – Conflict of Interest

Date: May 13, 2003 Revised: November 26, 2014 Responsible Administrator: Associate Superintendent HR

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### **1.0 RATIONALE**

The School Division must avoid situations that may constitute a conflict of interest.

### **2.0 PROCESS**

The Associate Superintendent, Human and Resources and Leadership Support is responsible for maintaining this Administrative Practice.

### **3.0 GUIDELINES**

3.1 If the Superintendent is identified as having a possible conflict of interest, the Board shall:

3.1.1 Review the situation to ensure that the Guidelines in Policy E/I/5, Conflict of Interest, have been followed.

3.1.2 If the Guidelines in Policy E/I/5, Conflict of Interest, have not been followed, discuss the situation with the Superintendent and take any necessary measures to ensure the Board remains within the Guidelines.

3.2 If an employee is identified as having a possible conflict of interest, the Superintendent shall:

3.2.1 Review the situation to ensure that the Guidelines in Policy E/I/5, Conflict of Interest, have been followed.

3.2.2 If the Guidelines in Policy E/I/5, Conflict of Interest, have not been followed, discuss the situation with the employee(s) involved, and take any necessary measures to ensure the Board remains within these Guidelines.

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References: *Board Policy: E/I/5 – Employee Conflict of Interest*