

Code D: Business Administration

POLICY TITLE AND CODE
BUSINESS ADMINISTRATION: CONFLICT OF INTEREST DKA

STATEMENT OF POLICY

Employees of Greater Saskatoon Catholic Schools in their performance of their roles and responsibilities are prohibited from being in a position of a conflict of interest.

RATIONALE

Greater Saskatoon Catholic Schools endeavours to maintain an unimpeachable standard of integrity in all of its business relationships.

AUTHORITY

- Policy Governance
- Codes of Ethics

GUIDELINES

1. Employee refers to all persons who are currently engaged in active service with the Board of Education regardless of the employer-employee relationship.
2. Conflict of interest is defined as any direct or indirect interest in, connection with, or benefit from outside activities, especially business activities in which involvement might adversely affect Greater Saskatoon Catholic Schools or benefit the employee directly or indirectly as a result of the employee's position or connection with the Board of Education.
3. "Family member" shall have the same meaning as a "related person" defined under the Income Tax Act and includes a spouse, child, grandchild, parent, grandparent, parent-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or anyone for whom the employee stands in loco parentis.

PROCEDURES

1. Employees of Greater Saskatoon Catholic Schools shall be knowledgeable of the Code of Ethics of their respective association.

2. Employees of Greater Saskatoon Catholic Schools shall remain free of any such obligation, interest or distraction that may adversely affect or interfere with the employee's judgement and/or objectivity in the performance of duty as an employee of the Board of Education.
3. With respect to business transactions, employees of Greater Saskatoon Catholic Schools:
 - 3.1 Shall not use their position or special knowledge to gain an advantage not otherwise available to members of the general public;
 - 3.2 Shall not grant any special consideration, treatment, or advantage relative to the business of the Board of Education to any individual, organization, or corporation beyond that which is available to every other individual, organization, or corporation;
 - 3.4 Shall not engage in outside activities, for which compensation is received, during regular working hours or accept outside employment or unpaid positions that places them in a conflict of interest;
 - 3.5 Shall not sell products or services from outside activities to Greater Saskatoon Catholic Schools;
 - 3.6 Shall not use the property (including automated resources), equipment, resources (including financial, technical and human resources), or facilities (including communications channels) of the Board of Education to promote or benefit personal business or political interests unless prior approval has been obtained in writing from the Director of Education; or
 - 3.7 Shall not accept any gift of benefit, whether in the form of goods, services, loans, or favours, from any individual organization or corporation which is intent on securing business transactions, either directly or indirectly, with the Board of Education, subject to the 'normal exchange of hospitality' between persons doing business together.
 - 3.8 Executive Council shall define "normal exchange of hospitality."
4. With respect to family members and personal associates, employees of Greater Saskatoon Catholic Schools:
 - 4.1 Shall not hire a family member to work for them directly in any capacity;
 - 4.2 Shall not be precluded from hiring staff who is a member of another employee's family; and
 - 4.3 Shall not be precluded from supervising, either directly or indirectly, a family member.
5. All resources developed by an employee of Greater Saskatoon Catholic Schools in the course of their employment or provided by third parties shall be considered as property of the Board of Education. This requirement extends to information held on magnetic media, for example, computer disks held within the employee's custody. Any unauthorized copying of proprietary material, including but not restricted to computer tapes, video tapes, and software which places the Board of Education in breach of copyright laws is strictly prohibited.
6. Goods and services provided by outside vendors, which in turn will be sold to students either by direct sale or through payment of school fees, will be awarded through an official tender process.

7. Employees of Greater Saskatoon Catholic Schools who become aware they are in a potential or actual conflict of interest have a duty to notify their supervisor immediately.
8. Where unique circumstances exist within a business relationship, employees of Greater Saskatoon Catholic Schools may request a conflict of interest ruling from Executive Council.
9. Violation of this policy by employees of Greater Saskatoon Catholic Schools constitutes grounds for disciplinary action up to and including dismissal of the employee.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To provide an identifiable Catholic environment

FORMS

Definition of Normal Exchange of Hospitality

DATE APPROVED

January 13, 2004

DATES AMENDED

NORMAL EXCHANGE OF HOSPITALITY

A normal exchange of hospitality is defined as those tokens of hospitality which are accepted by employees of Greater Saskatoon Catholic Schools as part of the protocol to promote the integrity and image of Catholic education.

The exchange is understood to be of a nominal value, not in the form of cash money or any other inappropriate expression, and is not to be an extended personal benefit.

Incentives that suggest an advantage to suppliers or potential suppliers to Greater Saskatoon Catholic Schools are prohibited.