

TITLE: CONFLICT OF INTEREST	SECTION: HUMAN RESOURCES
DATE: August 16, 2007	POLICY NO.: KDSB-HR-I-07
APPROVED BY: Resolution No. 2007-87	REVISED:

1. POLICY STATEMENT

Employees of the Kenora District Services Board (KDSB) are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the KDSB. Employees need to avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the KDSB.

2. PROCEDURE

Definition

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interests of the KDSB. It includes using an employee's position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends or business associates.

(1) Special or Preferential Treatment

Employees are not allowed to use their position to give anyone special or preferential treatment or consideration that would advance their own interests or that of any member of the employee's family, their friends or business associates.

(2) Receiving Fees or Gifts

Employees shall not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that the KDSB pays them to do. The exceptions to this are gifts of nominal value (e.g.; coffee mug; pen or letter opener with the company's logo).

(3) Outside Work or Business Activities

Employees shall not engage in any outside work or business activity:

- (a) that conflicts with their duties as a KDSB employee;
- (b) which use their knowledge of confidential plans, projects or information about holdings of the KDSB; and
- (c) that will, or is likely to negatively influence or affect them in carrying out their duties as KDSB employees.

(4) Using KDSB Property

Employees shall not use, or permit the use of, items of KDSB property, facilities, equipment, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by the Director of the affected department or by the Chief Administrative Officer in the case of a Department Director.

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<p>(5) Confidential Information</p> <p>Employees shall not disclose confidential or privileged information about the property, or affairs of the KDSB, or use confidential information to advance personal or others' interests. Employees cannot divulge confidential or privileged information about the KDSB employees without those employees' written authorization.</p> <p>Note: The rule against disclosing confidential information does not apply to an employee who alleges wrongdoing on the part of the KDSB or its Board members, officers, employees, agents or contractors as long as the disclosure of such information is not frivolous, vexatious or slanderous and making the disclosure serves the public interest and is made in accordance with the provisions of this policy. This reporting of wrongdoing is commonly referred to as 'whistle-blowing'.</p> <p>(6) Financial Interest</p> <p>Employees who knowingly have financial interests in a KDSB contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise such individuals in such transactions.</p> <p>(7) Representing Others</p> <p>Employees who give professional advice or assistance, or who work on program policies or budgets may not appear before the KDSB Board of Directors or a board committee on behalf of a private citizen other than himself/herself, his/her spouse or his/her immediate family, where the employee is either paid, or is involved in any way in the issue.</p> <p>(8) Appointments</p> <p>Employees who hold positions described in (7) above may not seek or accept appointment to a KDSB committee (except in the capacity of a KDSB employee) and require permission from Department Director or Chief Administrative Officer as the case may be before accepting appointments to municipal, provincial or federal commissions, boards, and committees. Employees who hold positions as board members on community agencies that deal with issues related to their work at KDSB should inform their Department Directors / Chief Administrative Officer of their appointments. When agency issues arise that place them in actual or potential conflict with KDSB policy or procedures, they should declare a conflict of interest.</p> <p>(9) Requirement to Report Conflict of Interest</p> <p>Should employees or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as KDSB employees, they must promptly report this conflict to their Department Director / Chief Administrative Officer in writing.</p> <p>(10) Reporting a Conflict of Interest</p> <p>When an employee reports a conflict of interest to his/her Department Director in writing, a copy is forwarded to the Chief Administrative Officer. If an employee alleges wrongdoing on the part of KDSB or its Board members, officers, employees, agents or contractors he/she should report this in writing directly to the Chief Administrative Officer.</p>	

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(11) Failure to Comply

Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal, as is deemed appropriate under the circumstances.

If wrongdoing is confirmed, after an investigation, the KDSB will deal firmly and fairly with employees regardless of their position or length of service.