



Commercial Interests

All personnel in the employ of the Division shall exercise the greatest care that neither their influence with their pupils nor their position on staff be used for personal advantage or the promotion of any commercial or partisan interest of any person, business, or institution.

Without limiting the generality of the foregoing, no employee of the Division shall:

- engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a question of conflict with his/her duties or responsibilities;
- act as agent for any person in the sale, or the promoting or selling, of any item for use in the Division;
- receive any remuneration or other compensation for any sale to the Division;
- exercise any influence over any purchase made by the Division, which would result in a personal benefit being received. (PSA 230, 237)

A person, corporation, partnership, or organization is presumed not to have a direct or indirect pecuniary interest in respect of contract on terms common to those entered into with school divisions for the supply, provision or sale of a utility, service, article or merchandise. [PSA 37(3)]

In the event that any employee or a member of his/her family owns or has a significant interest in a company that completes business transactions with the Division, that employee shall complete a declaration to so indicate. This declaration shall include:

- the name of the company;
- the business address;
- the officers of the company.

In the event that there is a perceived conflict, the matter should be brought to the attention of the Board.

Employment and Supervision of Immediate Relatives

For the purposes of this policy an immediate relative is defined as a spouse (including common-law), father, son, mother, daughter, sister, brother, or grandchild of the employee or of the employee's spouse.

No employee of the Division shall:

- be involved in any aspect of the employment process when any of the applicants are a member of the employee's immediate family;
- exercise any influence over anyone, which would result in the hiring of an immediate relative.

When an applicant who has an immediate family member in the employ of the Division is being considered for employment, a number of factors shall be considered when determining whether the applicant's family or marital status may exclude or limit the employment possibilities of the individual.



These factors include:

- whether the immediate family member in the employ of the Division has decision making powers/influence over such aspects of the vacant position as performance, evaluation, salary, promotion, conditions of work, termination, and other similar employment matters;
- whether there is potential for certain detrimental outcomes for the employer such as collusion, favoritism, breach of confidentiality, and conflict of interest.