

## CONFLICT OF INTEREST

In order to minimize any potential conflict of interest situation, the employee should discuss the matter with the Superintendent. A written opinion from the Superintendent will provide protection against disciplinary action.

The following situations may place an employee in a conflict of interest situation:

- a) an activity for personal financial gain or employment outside the Division which involves any of following:
  - using time paid for by the Division;
  - an adverse effect on performance of your duties with Division;
  - using Division resources for the activity;
  - providing professional support to a student of the Division.
- b) soliciting or accepting gifts, considerations, prizes or hospitality other than those of a token nature from any person, firm or corporation with whom the Division does business;
- c) using association with the Division or the advantage of privileged Division information for the financial gain of a relative, friend or self;
- d) seeking to obtain preferential treatment from the Division for a relative, friend or commercial enterprise in which you, a relative or friend has a financial interest;
- e) recruiting, selecting or retaining a relative or friend if you are in the position of authority;
- f) influencing another employee to recruit, select or retain a relative or friend;
- g) in those situations where the Division has entered a competitive bid or tender to provide services, an employee may not submit a tender in competition without first resigning their employment;
- h) there should be no conflict of interest in the supervision or evaluation of employees. At no time may any administrator be directly responsible for the supervision or evaluation of a relative.

Exceptions to this policy will be made by the Superintendent with explicit acknowledgment to the Board of Trustees.

*Accomplish Anything*

|         |          |         |        |
|---------|----------|---------|--------|
| Adopted | Reviewed | Revised | Page   |
| 1/10/05 |          |         | 1 of 2 |

## Examples

The following are examples of acts the Division considers to be violations of our Conflict of Interest Policy and subject to disciplinary action:

- Through your direct involvement, you receive personal financial gain from outside activities or employment conducted during hours for which you are being paid by the Division.
- You use a Division vehicle, office materials or supplies, facilities or any other resources for any purpose other than conducting Division business unless you are specifically authorized to do so.
- You engage in the sale of goods or services to the Division while an employee.
- Your job performance with the Division is adversely affected because of working in a second job (including self-employment) outside of normal working hours.
- You receive payment for providing professional support to a student of the Division without the approval of the Superintendent.

Staff is encouraged to receive approval from the Superintendent before committing to work which may be perceived as a possible conflict with Division policy.

*Accomplish Anything*

|         |          |         |        |
|---------|----------|---------|--------|
| Adopted | Reviewed | Revised | Page   |
| 1/10/05 |          |         | 2 of 2 |