

# Toronto District School Board

---

Policy P.057 EMP

Title: **EMPLOYEE CONFLICT OF INTEREST**  
Adopted: June 23, 2004  
Revised: **January 30, 2008**  
Review:

---

## 1.0 OBJECTIVE

To establish the parameters for employee conduct regarding possible conflict of interest situations

## 2.0 DEFINITIONS

*Conflict of interest* encompasses situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interests of the Board or when there is a reasonable basis for the perception of such conflict. (See Operational Procedure PR.673 BUS: Conflict of Interest for examples.)

## 3.0 RESPONSIBILITY

Executive Superintendent, Business Services  
Executive Superintendent, Employee Services

## 4.0 POLICY

- 4.1. Employees of the Board occupy positions of great public trust and they are expected to conduct themselves with personal integrity, ethics, honesty and diligence in the performance of their duties.
- 4.2. Employees shall support and advance the interests of the Board and to avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Board or may affect their ability to exercise skill and good judgment on behalf of the Board in the performance of their duties.
- 4.3. Where employees (or their family members or close business associates) have a personal or financial interest that might present a conflict of interest in connection with their duties as Board employees, they shall report this conflict, in writing, to their superintendent of education or general manager.
- 4.4. Where employees are family members or close business associates and one employee has or may have a supervisory responsibility in respect to the other, each shall report this conflict, in writing, to their superintendent of education or general manager.

- 4.5. The superintendent or general manager shall forward a copy of the report to the Director of Education.
- 4.6. An employee who fails to comply with the terms of this policy and the operational procedure may be subject to disciplinary action up to and including dismissal.

## **5.0 SPECIFIC DIRECTIVES**

The Director is authorized to issue operational procedures to implement this policy.

## **6.0 REFERENCE DOCUMENTS**

Operational Procedure PR.673 BUS: Employee Conflict of Interest