



CONFLICT OF INTEREST FOR EMPLOYEES

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1.0 PRINCIPLES

- 1.1. It is policy of the South Shore Regional Centre for Education (SSRCE) to ensure that employees avoid conflicts of interest, and act in the public interest at all times in the course of the discharge of official duties and functions.
- 1.2. The Policy & Procedures delineates broad principles of basic values and behaviour standards which call for a high level of ethical conduct by employees designed to enhance confidence in the provision of the service provided by employees of the SSRCE.
- 1.3. The purpose of the Policy & Procedures is to ensure that there will be no actual or perceived conflict between an employee's private and personal interests and the SSRCE's interest in service to the public.
- 1.4. Conflict of interest: is any situation in which an employee, either for themselves or some other person(s), attempts or does anything to promote a private or personal interest which results in the following:
 - 1.4.1. an interference or perceived interference with the objective exercise of the employee's position/role in the SSRCE or
 - 1.4.2. a gain or advantage or an opportunity for a gain or advantage by virtue of the employee's position/role in the SSRCE.
- 1.5. Intellectual Property is all materials produced by an Employee in the performance of their duties, including all copyrights thereto and all patents, trademarks and works in progress arising whatsoever there from are the property of the SSRCE.
- 1.6. The SSRCE reserves the right to publish or release in whole, or in part, or not release at all, or to use or not use as the SSRCE in its discretion sees fit or to publish an amended version of any research, reports, papers, materials, audio-visual materials, or information forming part of or produced in the performance of this Agreement.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. This policy applies to all SSRCE employees, including probationary, permanent, term, spare, substitute, casual, seconded or loan of service employees, whether to the SSRCE, from the SSRCE, or outside the SSRCE, and employees who are on leave, while they are on leave from the SSRCE, with or without pay.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

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1.0 PROCESS FOR DETERMINING CONFLICT OF INTEREST

- 1.1. The Director of Human Resources or designate shall manage this process, as stated in 1.2.
- 1.2. The parameters set out below should be interpreted reasonably and construed broadly in the context of the definition of “conflict of interest.” The public interest mandates that employees:
 - 1.2.1. perform their duties and functions impartially, responsibly, diligently, efficiently and with integrity;
 - 1.2.2. arrange their private interests in a manner that will prevent a conflict of interest, with any doubt in this respect being resolved in favour of the public interest;
 - 1.2.3. not solicit nor accept direct nor indirectly a fee, gift or benefit, from a person, or an organization, which has dealings with the SSRCE, when acting as an agent on behalf of the SSRCE;
 - 1.2.4. not accept any remuneration for work performed for other organizations during regular working hours.
- 1.3. The decision of the Director of Human Resources or designate is final.

2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.