



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### HUMAN RESOURCES CONFLICT OF INTEREST - 417

#### Rationale

Fairness, impartiality, and transparency are essential to the proper administration of schools.

#### Policy

Actual or perceived conflicts of interest should be avoided by members of the school or CISKD community in any direct or indirect dealings on behalf of the CISKD.

#### Procedure

1. No one acting on behalf of the CISKD will:
  - a. Demand or accept a gift, favour, or service which may compromise impartial decision-making;
  - b. Accept compensation relating to the sale or use of products or services associated with employment;
  - c. Use school facilities and or equipment for external business purposes or for any other purpose, which might create a conflict of interest;
  - d. Accept compensation for providing tutoring or professional services to a student from the school \*
  - e. Accept compensation for services performed in whole or in part on school time from an individual or organization, unless approved.

\* Exceptions may be made for non-teaching staff with approval of the Principal and/or Superintendent.
2. To avoid conflicts of interest, no one will be involved in:
  - a. Hiring of relatives, business associates, or persons in close relationship;
  - b. Direct supervision of relatives, business associates or persons in close relationship;
  - c. A process that could result in benefit or harm to relatives, business associates or persons in close relationship.
3. Interpretation/Adjudication
  - a. When an employee is involved in a potential conflict of interest, he or she will disclose it in writing to the principal.
  - b. A principal who receives a disclosure of a potential conflict of interest will consult the superintendent.
  - c. When a principal is involved in a potential conflict of interest, he or she will disclose it in writing to the superintendent.
  - d. When members of the school community (other than employees) are involved in a potential conflict of interest, it will be disclosed to the principal and/or Superintendent.

Date Approved: IP June 2023
Date(s) Revised: