

POLICY – PO317

Employee Conflict of Interest

Area: People & Culture
Source: Chief Human Resources Officer

Approved: January 23, 2008
Revised: March 22, 2021 (Interim); November 8, 2021

1. Introduction

The Durham Catholic District School Board (the “Board”) is committed to maintaining public confidence in its governance, decision-making, and operations. Employees are expected to conduct themselves with integrity, impartiality, and accountability. This policy establishes expectations regarding conflicts of interest and supports ethical decision-making in the performance of employee duties.

2. Definitions

Nil

3. Purpose

The purpose of this policy is to support ethical decision-making, accountability, and public confidence by establishing expectations regarding conflicts of interest.

4. Application / Scope

This policy applies to all employees of the Board and to any matter arising from conduct that occurred during an employee’s employment with the Board, including matters identified following the end of employment.

5. Principles

5.1 The Board recognizes that:

5.1.1 all employees occupy positions of public trust;

- 5.1.2 employee decisions and actions must be free from actual, potential, or perceived conflicts of interest;
- 5.1.3 public confidence is strengthened when employees act in the best interests of the Board and avoid actual, potential or perceived situations that may compromise, or appear to compromise, their ability to act in the best interests of the Board; and
- 5.1.4 identified conflicts of interest must be disclosed and managed in accordance with the associated administrative procedure.

6. Requirements

- 6.1 The Chief Executive Officer shall issue an administrative procedure to support this policy and amend as the need may arise.
- 6.2 Employees occupy positions of public trust and must act with integrity, impartiality and accountability in carrying out their duties.
- 6.3 Employees must avoid actual, potential and perceived conflicts of interest.
- 6.4 Employees must act in the best interests of the Board to enhance public confidence.
- 6.5 Employees must disclose conflicts of interest in accordance with the associated administrative procedure.
- 6.6 Contraventions of this policy may result in corrective or disciplinary action up to, and including, dismissal.

7. Sources

- 7.1 Education Act
- 7.2 Ontario Teachers' College Act
- 7.3 Ontario Regulation 437/97: Professional Misconduct
- 7.4 Early Childhood Educators Act
- 7.5 Ontario Regulation 223/08: Professional Misconduct
- 7.6 Audiology and Speech-Language Pathology Act
- 7.7 Ontario Regulation 749/93: Professional Misconduct
- 7.8 Social Work and Social Services Work Act
- 7.9 Ontario Regulation 384/00: Professional Misconduct
- 7.10 Psychology Act
- 7.11 Ontario Regulation 801/93: Professional Misconduct
- 7.12 Policy/Program Memorandum 165: School Board Teacher Hiring Practices

8. Related Policies and Administrative Procedures

- 8.1 Employee Conflict of Interest Administrative Procedure (AP317-1)

8.2 Staffing Policy (PO328)

8.3 Teacher Recruitment and Hiring Administrative Procedure (AP328-2)