

POLICY STATEMENT

Hiring and Promotion of Staff – Conflict of Interest

Rationale

The Algonquin and Lakeshore Catholic District School Board is committed to a fair and transparent hiring process and shall give due regard to any conflicts of interest.

This Policy defines and addresses potential, apparent, or actual conflicts of interest. It provides guidance to Employees so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management.

The fundamental principle underlying this Policy is that Employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of the Board.

Guiding Principles

For the purposes of this policy, “relationship” means any relationship of the employee to persons of:

- Their family, whether related by blood, adoption, marriage, or common-law relationship;
- An intimate and/or financial nature during the preceding five years; or
- Past or present private interests in connection with a candidate or applicant where their involvement in the hiring or promotion process could conflict with their duties.

No employee of the Board shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.

Where the person with whom the employee has a relationship is one of multiple applicants or candidates in a competitive hiring process, the employee shall not participate in, or influence the outcome of, any aspect of the hiring or promotion process.

Where such a conflict of interest occurs, the employee shall immediately disclose the nature and extent of the conflict to the Superintendent of Human Resources, or designate. If the Superintendent of Human Resources, or designate, determines that a conflict of interest exists, the Superintendent of Human Resources, or designate, shall assign these duties to another person who does not have a conflict of interest, and shall give any further direction to the employee considered necessary to protect the integrity of the hiring process.

References

Policy/Program Memorandum (PPM) No. 165 – School Board Teacher Hiring Practices

Administrative Procedures

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Approved: May 11, 2021