

PROFESSIONAL CONDUCT

Appendix B – Conflict of Interest – Notification Form

In accordance with the provincial [Conflict of Interest Policy AD-2915](#) and [Employment of Relatives Policy AD 2907](#), employees shall advise the Superintendent of Schools of any conflict of interest situation in which they find themselves.

The **Employment of Relatives Policy** states:

The following rules outline the government’s policy regarding the employment of relatives.

- *At the discretion of the Deputy Head (Part I), the Deputy Head of Department of Education (approving for Part II) or the Chief Executive Officer (Part III), a spouse should not be appointed to positions:*
 - *in the same immediate work area, or*
 - *where one spouse would be required to supervise the other spouse.*

Note: *The above authorities may further, apply this rule to **all members** of the immediate family.*

- *Employees who exercise regulatory, inspection or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives*

The **Conflict of Interest Policy** states, in part, regarding “situations to avoid” and “outside employment”:

Situations to Avoid

“Employees shall:

- *avoid circumstances where they could confer or appear to confer a benefit on themselves, a relative, friend or business associate;*
- *avoid giving unwarranted special consideration or preferential treatment to any person or organization for any reason;*
- *not disclose to others, or use to further their interest, confidential information acquired in the course of performing official duties;*
- *not demand or accept a reward, gift (or favour of any kind) from a person or organization with whom the employee is, or may be, dealing on behalf of the employer if the reward, gift or favour could reasonably be deemed to influence the employees in the performance of their duties;*
- *not use the employer’s property or lands for activities not associated with the official discharge of duties unless with prior approval of the Board of Management.”*



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Outside Employment

“No employee shall undertake outside employment if, in the opinion of the senior executive officer, the outside work would give rise to a conflict of interest or adversely affect their work performance.

Employees who have outside employment, or who are considering outside employment, shall advise their supervisor. Where there is a possibility that the outside employment would give rise to a conflict of interest, employees shall obtain the approval of the senior executive officer.”

Procedure

Complete the applicable section by following the link to the form below to notify and request approval for outside employment.

Sign-off on the bottom of the form to signify review of the Employment of Relatives Policy and/or the Conflict of Interest Policy AD-2915 and/or request approval for outside employment.

This form is **Confidential** once completed and will be kept in your personnel file. This form need only be completed once, unless there is change to the information provided in which case another notification form must be completed. The policy will be reviewed annually; annual sign-off is not required unless there is a change in circumstance. Those employees with a private practice or business must also complete the form if the ASD-W work location is adjusted.

[Anglophone West School District \(ASD-W\) Conflict of Interest - Notification Form](#)



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Name (print): _____

Position: _____

- Request for approval - I have a relative employed in a position I would normally provide direct supervision.

Details:

- Request for approval - I am considering outside paid employment in addition to my current permanent employment with the Anglophone West School District.

Details:

- Request for approval - I have outside paid employment which does not impact on my hours of work with Anglophone West School District.

Details:

- Request for approval - I have outside paid employment which necessitates my hours of work being adjusted for Anglophone West School District.

Details:

I have reviewed, and agree to abide by, the Conflict of Interest Policy AD-2915 and Employment of Relatives Policy AD-2907.

Employee Signature: _____ Date: _____

Superintendent/Designate: _____ Date: _____

