



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources **Regulation Code: HR-5.1.1**
• Professional Activities **Policy Code Reference: HR-5.1**
Regulation: CODE OF ETHICS FOR EMPLOYEES **Page 1**

This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-5.1, Code of Ethics for Employees.

1. Ethical Principles for Employees & General

- 1.1 Employees of the Board shall not use their authority or office for personal gain and shall seek to uphold and enhance Board policy by:
- 1.1.1 maintaining an unimpeachable standard of integrity in all business relationships both inside and outside the Board;
 - 1.1.2 fostering the highest standards of professional competence amongst those for whom they are responsible;
 - 1.1.3 optimizing the use of resources for which they are responsible so as to provide the maximum benefit to the Board;
 - 1.1.4 complying with the letter and the spirit of federal and provincial laws and regulations, and Board policies;
 - 1.1.5 rejecting and denouncing any business practice that is improper;
 - 1.1.6 respecting confidentiality and accuracy of information;
 - 1.1.7 avoiding any arrangements that would prevent the effective operation of fair competition;
 - 1.1.8 refraining from using any type of influence to obtain personal preferential treatment in any personal business dealings with Board suppliers;
 - 1.1.9 refraining from making purchases through Board suppliers for employees, or any others, for personal use; and
 - 1.1.10 refraining from accepting business gifts other than items of nominal value, e.g., pens, coffee cups, calendars, etc.

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- 1.2 Employees shall not:
- 1.2.1 engage in any business or transaction or have a financial or other personal interest which is, or that reasonably appears to others to be, incompatible with the discharge of the employee's official duties;
 - 1.2.2 place themselves in a position where the employee is, or that reasonably to others appears to be, under obligation to any person who might benefit from special consideration or favour on the employee's part or who might seek in any way preferential treatment;
 - 1.2.3 accord, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which the employee's relatives or friends have, or appear to have, an interest, financial or otherwise;
 - 1.2.4 place themselves in a position where the employee could derive any direct or indirect benefit, enjoyment, or interest from any Board contracts about which the employee can influence decisions;
 - 1.2.5 benefit, or appear to benefit, from the use of information acquired during the course of the employee's official duties which is not generally available to the public;
 - 1.2.6 engage in any outside work or business undertaking that interferes with the performance of the employee's duties as a Board employee;
 - 1.2.7 use Board property, equipment, supplies or services for activities not associated with the discharge of official duties except when covered by an existing policy and payment for such must be made upon the rendering of an account;
 - 1.2.8 demand, accept or offer, or agree to accept from a person who has dealings with the Board, a commission, reward, advantage or benefit of any kind, directly or indirectly, by the employee or through a member of the employee's family or through anyone for the employee's benefit;

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- 1.2.10 use facilities or agencies of the Board to purchase or otherwise acquire goods or services for personal use, benefit, or enjoyment of the employee, or the employee's family;
- 1.2.11 solicit from persons having dealings with the Board, sporadic or casual benefits such as small gifts or entertainment;
- 1.2.12 accept from persons having or seeking to have dealings with the Board, sporadic or casual benefits such as small gifts or entertainment without the consent of Purchasing Services and the employee's supervising superintendent, Director of Education, or designate; and/or
- 1.2.13 disclose any confidential information relating to the affairs of the Board, dealing discreetly with confidential knowledge, and at no time using such information for personal advantage.

Contravention of any of the above points may include discipline up to and including termination of employment. Breach of provision above shall be reported by the immediate supervisor to the supervising superintendent, Director of Education, or designate, who will investigate and, if significant discipline is required, will give a report to the Board.

1.3 Employees shall:

- 1.3.1 disqualify themselves from dealing with any type of application from and/or contract with a relative;
- 1.3.2 inform the supervising superintendent, through the employee's immediate supervisor, if a case comes before the employee in which the employee's personal interest is, or may be, involved; and
- 1.3.3 disclose to the immediate supervisor any business, commercial or financial interest where such interest might conceivably be construed as being in actual or potential conflict with the employee's official duties.

2. Conflict of Interest of Employees

Further to the general statements regarding ethics, employees of the Board have a duty not to engage in any business or transaction, or have any financial or other personal interest, that is, or that may reasonably appear to others to be, incompatible with the performance of the employee's official duties.

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2.1 Examples of Potential Conflict of Interest Situations

Examples are provided with the intention of alerting an employee who should obtain legal counsel concerning the particular circumstances. Although not limited to the following, conflict of interest situations may include circumstances where:

2.1.1 an employee conducts business dealings for profit with fellow employees, students, or with the parent(s)/guardian(s) of such students;

2.1.2 an employee undertakes a contract with the Board which may requireth fellows(d)]Tp.1

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- 2.1.9 an employee, or a member of the employee's immediate family, has any direct or indirect interest in any enterprise doing business with the Board;
- 2.1.10 an employee serving as an officer, director, employee, or consultant, receives income from any enterprise doing business with the Board, or seeking to do so;
- 2.1.11 an employee uses or reveals outside the Board, without proper authorization, confidential information concerning the Board;
- 2.1.12 an employee uses or permits others to use Board employees, materials or equipment improperly and for personal purposes;
- 2.1.13 an employee accepts compensation from outsiders for services or time for which the employee is being paid by the Board; and/or
- 2.1.14 an employee associates the name of the Board with any outside business venture or uses the Board address or telephone number for such a venture.

2.2 Supplementary Employment Opportunities

Certain supplementary employment opportunities may provide valuable professional development experience for employees. Furthermore, in many cases, the Board is pleased to co-operate with agencies of the educational community who must use the talents of Board staff.

- 2.2.1 Requests for approval of supplementary employment opportunities shall be submitted to the employee's supervisor for consideration and at the discretion of the supervising superintendent, and/or Director of Education, or designate, and in special circumstances the Director of Education may refer a request to the Board.
- 2.2.2 In accordance with Sections 217 (1), (2), and (3), and 286 (4) R.S.O. 1990, c.E.2 of the Education Act, detailed in Board Policy No. HR-5.1, Code of Ethics for Employees, the Board prohibits its employees from engaging in employment or any business activity which will place the employee in a situation of conflict of interest with the Board and the performance of assigned duties.

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From time to time, an employee may be authorized to provide a gift of nominal value to individuals not employed by the Board, agencies and/or organizations as an expression of appreciation for a presentation, in-service or other contributions made to the benefit of the Board. Under no circumstances is the payment of cash to be considered as a gift. Gifts are to be considered in accordance with this administrative regulation and in keeping with any applicable statutes governed by Canada Customs and Revenue Agency as follows:

- 4.1 The value of a gift for individuals not employed by the Board, agencies and/or organizations as an expression of appreciation for a presentation, in-service or other contributions made to the benefit of the Board will not exceed the nominal value described in this administrative regulation;
- 4.2 The value of a gift must be approved by the principal, supervisor, and authorized by the supervising superintendent; and
- 4.3 Request for a gift shall be initiated by the manager responsible for organizing the event with the completion of an online requisition, which will then be submitted for approval by the authorizing department manager and forwarded to Purchasing Services for processing.

Contravention of any of the above points may include discipline up to and including termination of employment. Breach of provision above shall be reported by the immediate supervisor to the supervising superintendent, Director of Education, or designate, who will investigate and, if termination of employment is effected, will provide a report to the Board.

Established: March 29, 1999

Revised/Reviewed:

March 2, 2010

June 18, 2015

February 25, 2020