



Title: **CONFLICT OF INTEREST AND
NEPOTISM POLICY**

Policy No.: 4021
Effective Date: 2020 December 15

Department: Human Resource Services

Reference(s):

- The Education Act
- Municipal Conflict of Interest Act
- Employee Code of Conduct Policy
- Progressive Discipline of Employees Policy
- Purchasing Policy
- Ontario College of Teachers Standards of Practice

It is the policy and expectation of the Thames Valley District School Board (the “board”) that all employees and volunteers of the board are to demonstrate integrity, ethics, and honesty in fulfilling their roles. Employees and volunteers of the board have a responsibility to uphold public trust and avoid situations where personal interests may or do conflict with the interests of the board. To ensure that the board is free of any conflict of interest, the board has adopted this policy to address potential conflicts of interest and for issues of nepotism.

The purpose of this policy is to:

- Prevent a conflict of interest or the appearance of a conflict of interest that may arise while employed by the board; and
- Prevent the misuse of authority or influence, or the appearance of such misuse.

Conflict of interest arises when the personal or private interests of a board employee or volunteer conflict, or may conflict, with the interests of the board. Employees and volunteers must avoid placing themselves in situations which compromise their ability to perform their duties or exercise good judgement on behalf of the board. A conflict of interest may include nepotism as described below.

Nepotism occurs when individuals are advantaged as a result of a familial or personal relationship with another board employee or volunteer. Hiring practices, promotion, supervision, evaluation, work performance and disciplinary practices within the board must be free from nepotism, actual or perceived.

Board employees and volunteers have a duty to report actual or perceived conflicts of interest, including nepotism, to their immediate supervisor. Administrators and managers are responsible for consulting with their Superintendent, and the Superintendent of Human Resources, in applying the board’s Conflict of Interest and Nepotism Procedure.

Administered By: **Human Resource Services**

Amendment Date(s):