

A conflict of interest is defined as:

- any perceived or actual interest in, connection with, or benefit from activities, which might adversely affect Frontier School Division;
- any perceived or actual benefit to an employee, committee member, trustee, or his/her immediate family member directly or indirectly as a result of their position or connection with the Division.

A conflict of interest occurs when an employee, committee member, trustee, or his/her immediate family member places, or is perceived to place his/her own interests or the interest of his/her immediate family member above the interests of the Division.

Frontier School Division believes that all employees, committee members and trustees occupy positions requiring the trust and confidence of the public. All are expected to fulfill their duties and responsibilities professionally, impartially and with integrity. Each person must anticipate and avoid conflicts of interest, including situations that could give the appearance of being in conflict with the interest of the Division.

The attached regulations outline the responsibilities of employees, trustees, area advisory and school committee members.

Information: [The Public Schools Act, Section 36 - 39](#)

Adopted September 1, 2009		
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Responsibilities and possible conflict situations follow.

## 1. Responsibilities

### a. Employees

Where an employee believes that a conflict of interest could exist, may be perceived to exist, or is likely to arise, the employee shall consult with his or her supervisor.

### b. Trustees, Area Advisory and School Committee Members

i. A trustee or committee member who becomes aware of a potential conflict of interest, whether actual or perceived, with respect to any matter coming before the Board or committee, shall make this potential conflict known immediately in any discussion relating to the matter.

ii. *The Public Schools Act, Section 36 – 39* states a trustee may conduct business with the Division, but only if certain conditions are met:

*Where, during any meeting, there arises a matter*

a. *in which a trustee or any of the trustee's dependents has a direct or indirect pecuniary interest; or*

b. *involving the direct or indirect pecuniary interest of any person, corporation, subsidiary of a corporation, partnership or organization to whom or to which a trustee or any of the trustee's dependents has a direct or indirect pecuniary liability;*

*the trustee shall*

c. *disclose the general nature of the direct or indirect pecuniary interest or liability;*

d. *withdraw from the meeting without voting or participating in the discussion; and*

e. *refrain at all times from attempting to influence the matter.*

iii. The conditions outlined in *The Public Schools Act, Section 36 – 39* above, are applicable to all area and school committee members. Committee members may conduct business with the Division, or their dependents may conduct business with the Division, provided the committee member

- publicly discloses his/her interest or his/her dependent's interest,
- withdraws from the meeting without voting or participating in the discussion, and,
- refrains from attempting to influence the matter.

**2. Conflict of Interest Situations**

Trustees, committee members or employees are in conflict of interest when:

- they, or a member of their immediate family, receive (because of their position with the Division) a benefit that is not included in their benefit package,
- they use information gained by performing their duties, which is not public information, for their own benefit, the benefit of an immediate family member, or for the benefit of anyone,
- they attempt to influence a decision that will benefit themselves or an immediate family member,
- they attempt to use their position with the Division to enhance their private business affairs or the private business affairs of an immediately family member.

**3. Circulation of Policy**

This policy will be circulated at the beginning of each school year to all trustees, committee members and employees.

Adopted September 1, 2009		
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