

CONFLICT OF INTEREST CHECKLIST FOR OUTSIDE ACTIVITIES

Employees may be unsure if a specific outside activity represents a Conflict of Interest under the Board Policy. While the Policy itself gives guidelines in the Guiding Principles and Outside Activities section, you may still have questions. If so, answering these questions will help to determine whether you are in conflict. If you answer “yes” to any of the questions included in the checklist, you must meet with your supervisor to discuss the situation.

1. Do you undertake any outside work or service for compensation that is related to the field of expertise in which you are employed by the school board? Yes No
2. Do you currently have, or are you involved in, a business or employment outside the school board which involves a service, product or facility which is offered by the school board? Yes No

If “Yes”, does your outside involvement actually jeopardize, or have the potential to jeopardize, your ability to function objectively on behalf of your school board or as perceived by the public?
 Yes No

3. In the past 12 months, have you participated on behalf of your school board in any transaction between the school board and any business enterprise identified in your answers to questions 1 and 2? Yes No
4. Are you, a spouse or dependent, holding a position as a director, officer, sole owner, partner, employee or a consultant or advisor to any business which:
 - supplies your school board with any property, licenses, goods or services? Yes No
 - is a partner or potential industry partner of your school board*? Yes No
 - is funded by/receives financial support from your school board*? Yes No
5. Do you, a spouse or dependent, have any direct or indirect financial interest in any business which:
 - supplies your school board with any property, licenses, goods or services? Yes No
 - is a partner or potential industry partner of the school board*? Yes No
 - is funded by/receives financial support from the school board*? Yes No
6. Is there any activity that you could undertake, or do undertake, as an employee of your school board which could benefit you, or a spouse or dependent, in any business with which you are involved outside of your school board employment? Yes No
7. In the past 12 months, have you received compensation, loans, grants, benefits, gifts or unusual hospitality from any supplier or potential supplier or competitor of your school board* that might influence or appear to influence your decision regarding the purchasing of goods or services for your school board? Yes No

**Clauses marked by an asterisk should be read to include “or the Department of Education and Early Childhood Development where the Department is acting as an agent for the school board or on behalf of the school board.”*