



**Department: Human Resources**  
**Section: Employee and Labour Relations**

The Annapolis Valley Regional School Board is committed to safeguarding the public interest and trust in public education. Board employees are expected to uphold the public trust and demonstrate integrity in all of their dealings. Conflicts of interest, whether actual, possible or perceived, may impact on the integrity and public image of the Board and public education generally.

The purpose of this Policy is to define conflicts of interest and to advise employees how to avoid and resolve actual, possible or perceived conflict of interest situations. The Policy delineates broad principles of basic values and behaviour standards which call for a high level of ethical conduct by employees designed to enhance confidence in the provision of the service provided by employees of the School Board.

There will be no actual, possible or perceived conflict between an employee's personal interests, their official duties and the School Board's interest in service to the public. Employees are responsible for and accountable for identifying and avoiding conflicts of interest.

The School Board is responsible for administering the Conflict of Interest for Employees Policy and Administrative Procedures when applied to the Superintendent of Schools. The Superintendent of Schools is responsible for administering the Conflict of Interest for Employees Policy and Administrative Procedures when applied to the Directors. The Director of Human Resources is responsible for administering the Conflict of Interest for Employees Policy and Administrative Procedures when applied to all employees except the Directors or Superintendent.

The Conflict of Interest Policy for Employees is consistent with the provincial Conflict of Interest Policy for School Board Employees established by the Minister of Education (Provincial Policy) in the *Ministerial Education Act Regulations* under the *Education Act*.

### **Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

**Board Approved:** February 4/04

**Ref:** AP 305.6

**Monitoring Date:** Annually

**Revised:** October 1/14