

Administrative Procedure 403

CONFLICT OF INTEREST

Background

Employees shall avoid placing themselves in conflict of interest situations.

Definitions

Associate: Individual or organization with whom employee has any personal or pecuniary interest.

Conflict of Interest: Is a situation of an employee whose private interests, or the private interests of a relative or an associate, might benefit from the employee's actions or influence as an employee of the Division.

Division Facilities: Include schools, buildings other than school buildings, grounds, equipment, furniture, and materials.

Relative: Child, sibling, parent, parent-in-law, or spouse.

Procedures

1. All employees shall acquaint themselves with the Code of Professional Conduct for their respective associations where applicable and/or the Code of Conduct and Ethics for the Alberta Public Service.
2. Employees will not use organizational privileges for private or business gain.
3. The acceptance of gifts, benefits or unusual hospitality by employees of the Division shall not be permitted if they in any way could interfere with or influence the employees in their objective performance of their duties.
4. Business dealings, on behalf of the Division, by an employee of the Division with relatives or associates of that employee are not acceptable.
5. Employees shall not accept outside employment or unpaid positions that place them in conflict of interest situations.
6. Employees shall not engage in outside activities, for which compensation is received, during their regular Division work hours.
7. Employees shall not sell products or services from outside activities back to the Division.

8. Employees who recognize themselves in a potential or actual conflict of interest have a duty to clarify the situation with their supervisor immediately upon becoming aware of such potential or actual conflict.

Reference: Education Act 222, 229 ATA Code of Professional Conduct Code of Conduct and Ethics for the Alberta Public Service	
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References shall be updated as required and do not require additional approval.