

## **POLICY #7213**

### **CONFLICT OF INTEREST**

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#### **1. PHILOSOPHY**

Employees of the Surrey Board of Education of School District No. 36 (Surrey) (“district”) must, in the performance of their duties, conduct themselves honestly, with personal integrity and avoiding any conflict of interest. Employees shall avoid any situation or activity that compromises, or may be perceived as compromising their judgment or ability to act in fairly, without bias and in the best interest of the district.

#### **2. AUTHORITY**

The superintendent or secretary-treasurer will determine, in accordance with this policy, whether a conflict of interest exists. Employees must promptly disclose to the district any fact or matter which gives rise to, or might reasonably give rise to, a possible conflict of interest.

#### **3. DEFINITION**

A direct conflict of interest can occur when an employee may, as a result of their role, duties or responsibilities to the district, derive, or be seen to derive, some financial or personal benefit or an opportunity to avoid financial or personal loss.

An indirect conflict of interest arises when a third party who has a relationship with an employee may derive or be seen to derive, through the employee’s role in the district, some financial or personal benefit or opportunity to avoid financial or personal loss.

While the benefits, losses, interest and relationships giving rise to a conflict of interest are generally financial in nature, they are not limited to such. Any behavior giving rise to a conflict or a perception of a conflict of interest is prohibited.

#### **4. REQUIREMENT TO REPORT A CONFLICT OF INTEREST**

- a) Employees shall promptly report any fact or circumstances of which they become aware which might give rise to a direct or indirect conflict of interest. Reports shall be made in writing to the employee’s principal or direct management supervisor.

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- b) An employee who alleges conflict of interest on the part of another employee, may report this to their direct management supervisor, in writing.

A principal or direct management supervisor who receives a written report of *an alleged* conflict of interest will seek guidance from the superintendent or secretary-treasurer.

*Revised:* 2016-06-03  
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