



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

---

**Section:** Human Resources

- Professional Activities

**Policy Code:** HR-5.1

**Policy:** CODE OF ETHICS FOR EMPLOYEES

**Page 1**

---

The Kawartha Pine Ridge District School Board recognizes that a high standard is expected of a public body where the employment, contractual, and purchasing requirements may vary widely and are spread throughout many departments and schools. It is essential that staff maintain the highest standard of public trust and integrity. Respect and dignity of individuals in the Board is paramount. Consequently, policy and administrative regulations governing ethics are established demonstrating that all reasonable measures will be taken in the establishment of employment opportunities, contracts, and purchases of goods and services in a competitive and equitable manner avoiding any suspicion of irregularity but with enough flexibility to permit sound educational and business practices. This policy is written in conjunction with the principles set out in Board Policy No. BA-5.1, Purchasing Procedures, and Board Policy No. BA-4.6, Expenses and Reimbursements for Employees/Trustees.

Employees will, at all times, act in the best interests of the Board and, in the discharge of their duties, will not abuse their authority or office by using their positions or the resources of the Board for personal or private gain, or to promote political or religious interests.

### **1. Ethical Principles for Employees - General**

- 1.1 Employees of the Board shall not use their authority or office for personal gain and shall seek to uphold Board policy. Employees are expected to maintain an unimpeachable standard of integrity; foster the highest standards of professional competence; optimize the use of resources; comply with national and provincial laws and regulations, and Board policies; reject and denounce any business practice that is improper; respect confidentiality and accuracy of information; avoid any arrangements that would prevent the effective operation of fair competition; refrain from using influence to obtain personal preferential treatment from Board suppliers; refrain from making personal purchases; and refrain from accepting business gifts other than items of nominal value.
- 1.2 Discrimination, on any prohibited grounds identified under the Human Rights Code, will not be tolerated in human resources administration nor in the day-to-day operations of the Board. Furthermore, open and honest dealings are anticipated, and professionalism is expected, of all Board employees as they execute their duties and responsibilities professionally, efficiently and impartially.
- 1.3 In the course of their duties, employees will co-operate with other public agencies to initiate new, and enhance existing, partnerships to the advantage of the Board and in order to obtain the best possible value for every grant dollar.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section: Human Resources**

- **Professional Activities**

**Policy Code: HR-5.1**

**Policy: CODE OF ETHICS FOR EMPLOYEES – continued**

**Page 2**

---

### **2. Conflict of Interest of Employees**

Further to the general statements regarding ethics, employees of the Board have a duty not to engage in any business or transaction, or have any financial or other personal interest, that is, or that may reasonably appear to others to be, incompatible with the performance of the employee's official duties.

#### **2.1 Supplementary Employment Opportunities**

- 2.1.1 Certain supplementary employment opportunities may provide valuable professional development experience for employees. Furthermore, in many cases, the Board is pleased to co-operate with agencies of the educational community who must use the talents of Board staff. Approvals of requests will be in accordance with administrative regulations and at the discretion of senior administration and, in special circumstances, the Director of Education may refer a request to the Board.
- 2.1.2 The Board prohibits its employees from engaging in employment or any business activity which will place the employee in a situation of conflict of interest with the Board and the performance of assigned duties.

#### **2.2 Disclosure of Conflict of Interest**

Concealment may create suspicion and, to avoid such, employees should disclose any doubtful situation or transaction to the employee's immediate supervisor. It is recognized, however, that some employees may have a duty not to disclose to the Board, or to others, information which employees may have received on a confidential basis from former employers, or others, and policy forbids disclosure of such information and also forbids other employees from soliciting or accepting such information.

### **3. Gifts, Hospitality to Employees**

A gift is defined as any direct or indirect favour or payment that exceeds the bounds of normal social interactions. Reasonable hospitality is an accepted courtesy of a business relationship; however, the frequency and nature of gifts or hospitality accepted should not be allowed whereby recipients might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality or gifts from internal or external sources.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section: Human Resources**

- **Professional Activities**

**Policy Code: HR-5.1**

**Policy: CODE OF ETHICS FOR EMPLOYEES – continued**

**Page 3**

---

#### **4. Gifts, Hospitality to Individuals Not Employed by the Board**

From time-to-time, a gift may be given to individuals who are not otherwise employed or contracted by the Board, agencies and/or organizations as an expression of appreciation for contributions made to the benefit of the Board. Under no circumstances is payment of cash or an honorarium to be considered as a gift. Gifts are to be considered in accordance with the administrative regulations.

Administrative regulations will be maintained to administer the philosophy and direction of this policy.

---

Established: February 25, 1999

Revised/Reviewed:

November 24, 2005

April 29, 2010

June 18, 2015

February 25, 2020