



Administrative Procedure 5027

Conflict of Interest

Board Governance Policy Cross Reference:

[1](#), [2](#), [4](#), [7](#), [9](#), [15](#)

Administrative Procedures Cross Reference:

[Consultation](#)

[Whistleblower](#)

[Fundraising and Parent Councils](#)

[School Fees and Fundraising](#)

[The Friends of Education Fund Committee](#)

[Capital Projects Approval](#)

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[Placement of Permanent Professional Staff](#)

[Assignment of Principals and Vice Principals](#)

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[Employment of Non-Certified Vocational Teachers](#)

[Employment of Professional Staff](#)

[Employment of Principals and Vice Principals](#)

[Employment of Support Staff](#)

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: September 2025

The Brandon School Division believes that all employees hold positions of public trust and are expected to perform their duties and responsibilities with professionalism and impartiality.

In carrying out their duties, all employees of the Division must take great care to ensure that neither their influence over students nor their staff position is used for personal gain or to advance the commercial or partisan interests of any individual, business, or organization.

Definitions

Conflict of Interest is defined as any direct or indirect interest in, connection with, or benefit from outside activities, especially business activities, involvement in which might adversely affect the Division, or benefit the employee directly or indirectly as a result of the employee's position or connection with the Division, including the use of Division materials, personal contacts, knowledge or time during the workday for personal profit or gain.

Employee refers to all persons who are currently engaged in active employment with the Brandon School Division regardless of employment status (e.g. full-time, part-time, permanent, term, or contract).

Relationship means any relationship of the employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, any relationship of an intimate and or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Immediate Relative shall mean spouse, father, mother, sister, brother, son or daughter.

Personal Interest means any financial or non-financial interest that an individual involved in decision-making processes may have, which could potentially influence their judgement or actions to the detriment of the organization's best interests. Personal interests may include, but are not limited to, financial gain, familial relationships, or other connections that may compromise objectivity.

Reasonable Apprehension of Bias is the legal standard for conflicts of interest which is raised when a person who is informed of all the facts would reasonably conclude that there is an appearance of bias on the part of the employee.

Conflict of Interest Situations

The following situations may place an employee in a conflict of interest situation:

1. Involvement in an activity outside the Brandon School Division for personal financial gain or employment that uses time paid for by the Division (i.e. workday), has an adverse effect on performance of duties for the Division, or uses Division resources for the activity.
2. Soliciting or accepting gifts, considerations, prizes or hospitality, other than those of a modest nature, from any person, firm or corporation with whom the Division does business. This does not include teachers or other staff receiving small gifts from students or attendance of staff at events in appreciation of their services.
3. Using association with the Division or the advantage of privileged information for the financial or other gain of a third party.

4. Seeking to obtain preferential treatment from the Division for a relative, friend, or commercial enterprise in which the employee, a relative, or a friend has a financial interest.
5. Recruiting, selecting, or retaining a relative for employment if in a position of authority.
6. Influencing another employee to recruit, select, or retain a relative.

Employee Responsibilities

The onus is on each employee to anticipate and to avoid conflicts of interest, including situations that could give the appearance of being in conflict with the Division's interest.

1. No employee shall act as agent for any person in the sale of or in promoting the sale of any book, equipment, furniture, apparatus, stationery, or any other item for use in a school.
2. No employee shall receive any remuneration or other compensation for any such sale or for promoting any such sale as outlined under Employee Responsibilities number 1.
3. No employee shall have an interest, direct or indirect, in any supplier to the Division which might:
 - produce personal gain;
 - detract from the time and energy which such employee ought to devote to his or her duties on behalf of the Division; or
 - cause reputational damage to the Division.
4. No employee shall accept any gift, reward, benefit, or favour which could reasonably be construed as an incentive to encourage the employee to use his or her influence with students, parents, staff, or other persons associated with the Division for the purpose of patronizing any commercial enterprise or obtaining preferential treatment for persons, agents, or organizations in their dealings with the Division, including suppliers, consultants, and contractors.
5. No employee shall conduct non-Division business on Division time, or use Division equipment, resources, including but not limited to financial, technical, or human resources, or facilities, including communications channels, to promote or benefit personal business, political or religious interests, unless prior approval has been obtained, in writing, from the Superintendent/CEO or designate.

6. No employee shall use Division property, including automated resources (e.g. technology, industrial arts equipment), for any purpose not explicitly approved by the Division. All software, technology, and other material developed by employees of the Division in the course of their employment during the workday or provided by third parties shall be treated as property of the Division.
7. No employee shall furnish names, addresses, and/or telephone numbers of students, parents/guardians, or employees to outside interests, or use this information for their own purposes unrelated to the duties arising from their employment with the Division.
8. No employee shall use or transmit non-public information or use knowledge gained from Division business for any personal business transaction before that information becomes public or transmit such knowledge to any persons outside the Division or to other employees of the Division who do not need to know such information in the performance of their work. Employees who are unsure whether a particular piece of information is non-public in nature shall seek direction from their immediate supervisor.
9. No employee shall accept gifts, favours, fees, stipends, reduced or free goods or services, or a benefit of any kind from an individual or company which provides goods or services to the Division, or which is seeking to provide goods or services to the Division, where the employee is in a position to influence such dealings. This provision does not preclude employees from accepting gifts or honoraria of modest value for services rendered in the course of their duties such as for speaking engagements or for accepting passes to accompany students on excursions or field trips which are in direct support of the event.

Employment Restrictions

1. No person shall be first employed or assigned to or remain in the school, department, or section in which an immediate relative is employed as a supervisor, foreman, department head, principal, or administrator.
2. No person shall be permitted to hire or be responsible for hiring a member of his/her own family, a relative, or a person about to become a relative.

Purchasing Procedures

All forms and documents used by the Division to invite tenders or quotations for the supply of goods and/or services shall include the following statement:

It is the policy of The Brandon School Division that no employee of the Division shall act as agent for any person in the sale of, or in promoting the sale of any book, equipment, furniture, apparatus,

stationery, or other item for use in a school or Division facility, and that no employee of the Division shall receive any remuneration or other compensation for any such sale or for promoting any such sale.

In the case of a tender where an employee has acted as agent referred to above and has received remuneration or other compensation, the tender will be considered null and void and the Division shall retender for the supply of goods and/or services.

Professional Services

Employees, including but not limited to teachers, clinicians, specialists, and other staff, may only provide private services (e.g., tutorial, psychological, therapeutic, clerical, technical, financial, mechanical, etc.) to students or other employees who are not in the schools or areas in which the employee works. Employees who provide private services should avoid duality of relationships, where their private services intersect with their role within the Division.

Special requests to “not work in certain schools” due to a conflict related to private services will not be considered.

Providing private services must take place outside of the “work-day” as defined by the collective bargaining agreement (Article 6.02). The onus is on the employee to anticipate and to avoid conflicts of interest, including situations that could give the appearance of conflicting with Brandon School Division interests.

Exceptional Circumstances

1. Where an employee believes that exceptional circumstances exist or that a conflict of interest could exist or is likely to arise, the employee shall consult with his/her immediate supervisor.
2. If the supervisor agrees that there are exceptional circumstances or that a conflict exists or could arise, the supervisor shall notify the Superintendent/CEO or designate.
3. The Superintendent/CEO or designate shall provide direction as to an appropriate course of action to be followed.