


| Administrative Procedure Conflict of Interest | |
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|  | Department: Corporate Services |
| | Approved by: Leadership Council |
| | Date Approved: May 13, 2024 |
| | Revision Date(s): |
| | Review Date: |
| | External References |
| | <ul style="list-style-type: none"> • <i>The Education Act, 1995</i> |
| Internal References | |
| <ul style="list-style-type: none"> • None | |

Purpose

- This administrative procedure establishes guidelines and procedures for identifying, disclosing and managing conflicts of interest within Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all employees of Sask DLC.

Policy Statement

- Sask DLC employees are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties.
- Sask DLC employees are required to support and advance the interests of Sask DLC and avoid placing themselves in situations where their private interests may be in conflict with, or be perceived to be in conflict with, the interests of Sask DLC.

Procedures:

1. Responsibilities
 - a. Sask DLC employees have a responsibility to avoid situations where personal interests intermingle with corporate duties or responsibilities in such a way to impair their ability to function and perform their Sask DLC duties. This can include such activities, interests or dealings that may negatively impact on Sask DLC's reputation in the community.
2. Requirement to Report Conflict of Interest
 - a. Sask DLC employees facing situations they know or suspect may be a conflict of interest must promptly inform their immediate supervisors.

3. Handling of Conflict-of-Interest or Perceived Conflict of Interest Situations
 - a. Once an employee reports any conflict of interest or perceived conflict of interest, these situations must be handled in the following manner:
 - i. the immediate supervisor shall, in confidence, review the relevant details of the potential conflict situation and provide a written response to the individual regarding whether or not a conflict exists and, if so, to direct a course of action to mitigate the conflict;
 - ii. the immediate supervisor will forward a copy of the response to the Superintendent or Vice President responsible for the area as well as to Human Resources. Human Resources will keep a copy of the response in the employee's file for future reference;
 - iii. employees who disagree with the supervisor's decision and/or direction may appeal to the Superintendent or Vice President for their work unit. The Superintendent or Vice President shall investigate the matter in whatever manner he or she deems appropriate and take whatever action he or she determines is necessary as an outcome of the investigation; and,
 - iv. a written copy of the Superintendent or Vice President's findings, actions and advice on actions taken shall be provided to the Director of Human Resources to ensure consistency of treatment.
4. Preferential Treatment
 - a. Sask DLC employees are not allowed to use their positions to give anyone preferential treatment that would advance their own interest or that of any party where such advance is contrary to the interests of Sask DLC or would be otherwise contrary to the expectations set out in these provisions.
5. Gifts
 - a. A Sask DLC employee will not accept, arrange to accept, give or request to be given a reward, advantage or benefit of any kind from any person or entity that influences or could be perceived to influence the performance of the employee's duties.
 - b. A Sask DLC employee who receives a gift in the performance of their duties will immediately notify their manager.
 - c. A Sask DLC employee may accept a gift of nominal value given as an expression of courtesy or hospitality if doing so does not influence, or would not be perceived to influence, the performance of the employee's duties. Sask DLC management may pre-determine that no gift may be accepted under any circumstance.

Employment of Relative

- a. Sask DLC employees involved in recruitment activities must ensure relatives of Sask DLC employees are not given preferential treatment for any type of job within Sask DLC. Sask DLC employee's shall not attempt to influence any permanent, non- permanent or student hiring decisions to benefit a relative.
- b. Sask DLC employees responsible for hiring must not be involved in a hiring situation that involves a relative and must excuse themselves from recruitment activities where a relative is a candidate.

- c. Cases involving a direct reporting relationship between relatives will be reviewed by Human Resources to address the real and perceived conflict of interest that exists.
6. Outside Employment and Work for Volunteer Organizations
- a. Sask DLC employees may take supplementary employment, including self-employment, or work on behalf of a volunteer organization unless it:
 - i. interferes with the time, attention and energies required in the performance of duties at Sask DLC;
 - ii. is forbidden by legislation; or,
 - iii. places the individual in a real, potential or perceived conflict of interest with Sask DLC.
 - b. Sask DLC employees involved in outside employment or self-employment that doesn't meet the conditions mentioned above in 6a must declare such involvements to Sask DLC by completing and submitting the *Conflict-of-Interest Approval/ Disclosure Form* to their immediate supervisor. Human Resources will keep a copy of the form on the employee's file.
7. Political Activities
- a. Sask DLC employees shall not participate in political activities during working hours or on Sask DLC premises or in a manner that may otherwise interfere with their official duties.
 - b. Requests for leave for the purpose of seeking public office will be considered according to the applicable legislative rules. Sask DLC employees must not make or recommend the contribution of Sask DLC funds, property or services to any candidate or holder of office of government at any level; nor should they make contributions with personal funds in the name of Sask DLC.
8. Sask DLC Property
- a. Sask DLC employees have a responsibility to protect Sask DLC's assets, interests and revenues. Corporate assets include, but are not limited to: premises, equipment, supplies, furnishings, funds, reports, records, vehicles, security information, computer software and hardware and intangible items such as the details of business application systems whether these exist in print, electronic or other form.
 - b. Employee's shall not use or permit to be used Sask DLC assets for anything other than officially approved activities. This includes borrowing, taking, selling, lending, giving away or intentionally damaging any property, equipment, tools, materials and supplies, regardless of the condition, without specific authorization.
9. Use or Disclosure of Confidential Information
- a. A Sask DLC employee may not, during the term of their employment or any time thereafter, directly or indirectly use or disclose any confidential information obtained by them during the course of their employment with Sask DLC to another person or entity unless the employee is required by law or authorized by Sask DLC or the Government of Saskatchewan. The obligation to maintain confidentiality, except as required or permitted by law or the Government of Saskatchewan or Sask DLC, continues after the employee leaves the public service.

Definitions

- **Conflict of Interest:** A conflict of interest refers to a situation in which a public servant has private interests that could compete with or that may be perceived to compete with their duties and responsibilities as an employee.

A conflict of interest can also be a situation where an employee can use their position for private gain, non-monetary or otherwise. A conflict may also occur when the private interest benefits an employee's family, friends or organization in which the employee or their family or friends have a financial interest.

- **Private Interest:** Private interest means a relationship, obligation, duty, responsibility or benefit unique to the employee or a person related to the employee.
- **Confidential Information:** Confidential information includes, but is not limited to, privileged information, third party information, personal information, technical, financial or scientific information and any other information collected, obtained or derived for or from Sask DLC records that must or may be kept confidential under the *Freedom of Information and Protection of Privacy Act, 1990* and the *Health Information Protection Act, 1999* and other applicable policies and legislation.
- **Relatives:** Sask DLC defines "relative" as spouse, child, stepchild, parents/step-parents, brother/sister, grandchild, common-law partner(s), aunts/uncles and nieces/nephews. Sask DLC considers relationships of a very personal or private nature as relatives for the purposes of this policy.