



**Policy:** GBEA  
**Subject:** Conflict of Interest

---

**Policy:**

The Red River Valley School Division Board of Trustees is entrusted with the protection of public interest. Employees must maintain high standards of honesty, integrity, impartiality and conduct.

**Protocol:**

Staff members will be made aware of the conflict of interest policy and understand that it is their responsibility to declare any situations in which a conflict of interest may arise. Conflict of interest situations occur when private or personal interests influence, or appear to influence, the performance of ones duties, responsibilities and decisions.

*Definition:* Conflict of interest is when an employee’s personal or private interests influence their professional judgment, thus impacting their ability to perform their duties and responsibilities, or when an employee uses their professional position with the division to influence and directly, or indirectly, benefit themselves.

**Procedure:**

It is the responsibility of employees to anticipate and avoid conflict of interest situations. In the event an employee believes there may be a conflict, the following steps will be taken:

- Identify any potential conflict of interest situation(s).
- Notify their supervisor in writing.
- Employee must remove themselves from the conflict of interest situation. No further action is to be taken by the employee until advised by the supervisor.
- The supervisor will bring forward the potential conflict of interest situation to Senior Administration for review and decision making.
- Once a decision has been made, the information will be shared with the employee.
- Appropriate steps will be taken to avoid conflicts of interest.