

404 Employee Conflict of Interest

Belief

MESC, in accordance with the Maskwacis Cree Declaration on Education believes that the educational services are conducted with efficiency, impartiality and integrity. It is this special obligation which demands that there not be, nor be perceived to be, any conflict of interest between the private interests of employees and their responsibility to the public.

Effective management of MESC is facilitated by employees avoiding situations which could be construed as placing them in a conflict of interest. This obligation, in accordance with Wahkotowin, demands that there not exist, or seem to exist, conflict between the private interests of employees and their responsibility to MESC and the community.

Procedures

1. These procedures shall apply to all salaried employees and all persons employed on a contractual basis with MESC.
2. For the purposes of these procedures, a conflict of interest arises when:
 - 2.1 An employee, because of knowledge, responsibilities or authority associated with the employee's position with MESC is perceived as, directly or indirectly, providing benefit to:
 - 2.1.1 Him/herself personally.
 - 2.1.2 A member of the employee's family.
 - 2.1.3 A business or an organization in which that employee, or a member of the employee's family, has an interest or holds a position.
 - 2.2 An employee's relationship, employment or position with or interest in, another person, business or organization affects the exercise of the individual's duties or responsibilities as an employee of MESC.
 - 2.3 A conflict of interest exists in the above situations irrespective of whether MESC, under the particular circumstances has been disadvantaged or receives a benefit.
3. An employee shall not accept a gift, favour or service from any individual, organization or corporation with which MESC does business or potentially may do business, other than normal exchanges of gifts between friends, the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol, or the normal presentation of gifts to persons participating in public functions.

4. Employees who exercise a regulatory, inspectional or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives with respect to those functions.
5. Employees may not take supplementary employment including self-employment, which may cause an actual or apparent conflict of interest.
6. Superintendent will:
 - 6.1 Ensure that all employees are familiar with and adhere to these procedures.
 - 6.2 Review conflict of interest situations and interpreting and applying these procedures as appropriate.
 - 6.3 Inform the Board on conflict of interest situations and their resolutions.
7. Where an employee does find him/herself in an actual, perceived or potential conflict of interest, the employee must:
 - 7.1 Disclose in writing to the Superintendents the nature and extent of the conflict of interest.
 - 7.2 Refrain from acting in connection with the conflict of interest unless, and to the extent that the Superintendent may in writing otherwise permit.
8. An employee who is in breach of these procedures may be subject to disciplinary action which could include reprimand, suspension and/or termination of contract and/or administrative designation.