

404 Employee Conflict of Interest

Belief

The Maskwacis Education Schools Commission (MESC) follows the cultural and traditional teachings of the Maskwacis Cree, in particular, Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

MESC, in accordance with the Maskwacis Cree Declaration Education and Board of Governors Policies EL-2, EL-5, EL-8, EL-9 and GP-9, 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 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 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 with, 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. Employees who are recognized as Pipe Carriers or Ceremonial Helpers and are requested to conduct or assist in a pipe ceremony on behalf of MESC may receive additional compensation.
 - 6.1. Conducting a pipe ceremony is the only circumstance under which staff may be compensated beyond their regular employment for cultural or ceremonial responsibilities.
 - 6.2. Such compensation is not considered supplementary employment but a recognition of the cultural and spiritual role carried within Wahkohtowin and the Maskwacîs Cree traditions.
 - 6.3. All requests for compensation under this section must be approved by the Superintendent or designate.
7. Superintendent will:
 - 7.1. Ensure that all employees are familiar with and adhere to these procedures.
 - 7.2. Review conflict of interest situations and interpreting and applying these procedures as appropriate.
 - 7.3. Inform the Board on conflict of interest situations and their resolutions.
 - 7.4. Maintain a confidential Conflict of Interest Registry and submit an annual summary to the Board in accordance with EL-8.
8. Where an employee does find him/herself in actual, perceived or potential conflict of interest, the employee must:
 - 8.1. Disclose in writing to the Superintendents the nature and extent of the conflict of interest.
 - 8.2. Refrain from acting in connection with the conflict of interest unless, and to the extent that the Superintendent may in writing otherwise permit.
9. 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.

10. All disclosures are confidential. Employees reporting in good faith will be protected from retaliation. Any breach of confidentiality or retaliation may result in further disciplinary measures.

References

MESC Board of Governors Policy; EL-2: Treatment of Staff and Volunteers

MESC Board of Governors Policy; EL-9: Organizational Culture

MESC Board of Governors Policy; GP-9: Code of Conduct

MESC Board of Governors Policy; EL-5: Asset Protection

MESC Board of Governors Policy; EL-8: Communication and Support to the Board

AP 408 Leave of Absence