

Revised: October 2024

Background

The values of our faith commit the division to conduct all its affairs with dignity. Christ The Redeemer (“CTR”) Catholic Separate School Division requires and expects all employees to act in an honest, impartial and transparent manner. As per Administrative Procedure [BUS #13](#), CTR provides guidelines related to accepting and offering gifts, hospitality and donations. Additionally, CTR strives to protect staff members and stakeholders from real, perceived, or potential conflicts of interest and has adopted this policy to outline procedures for avoiding and reporting various situations where a conflict of interest may arise related to supplemental employment.

Procedures

Supplemental Employment

CTR recognizes that employees may engage in supplemental employment in addition to their work with the division. Supplementary work by employees is not covered by CTR insurance, nor will the division support staff members in conflict resolution in matters that arise from their supplementary employment. Employees who engage in supplementary employment must ensure that their secondary employment:

- a. does not interfere with CTR employment duties;
- b. does not cause an actual or apparent conflict of interest;
- c. does not involve the preferential use of division premises, equipment, technology or supplies;
- d. does not cause the employee to hold pecuniary interest that could be perceived to be in conflict of interest; or
- e. does not breach confidentiality.

Types of Conflicts of Interest

Scenarios that may result in a real, perceived, or potential conflicts of interest for current employees of CTR, even if these actions take place outside of regular business hours or during a leave of absence, may include:

- an employee conducting business with or providing services to students, families or other employees of CTR;
- when an employee’s job duties give them an opportunity to further the private interests of themselves, a family member, or a friend.

Strategies To Reduce Conflict of Interest Perceptions

Below are suggestions that may assist in reducing the perceptions of a conflict of interest. These are only examples and employees must consider other appropriate strategies to suit the context of their situation.

- Disclosure: inform your primary employer about your secondary job.
- Prioritization: clearly define the boundaries between your primary and secondary roles.

- Non-compete and Non-disclosure Agreements: comply with relevant agreements in your primary job.
- Time Management: manage your time effectively to prevent overlaps.
- Separate Workspace, Equipment and Technology: do not use CTR resources for your secondary job.
- Legal Advice: seek legal advice to ensure compliance with laws and policies.
- Work Hours: distinct work hours for primary and secondary jobs.
- Communication: clearly communicate your availability to both employers.
- Client Relationships: maintain distinct client lists and relationships.
- Confidential Information: safeguard confidential information from both jobs.
- Continuous Monitoring: regularly review and evaluate your established boundaries.

Leave Requests for Consulting Activities

Employee consulting activities must be compatible with the philosophy and procedures of the division. The Superintendent or designate, with the support of the employee's immediate supervisor, may approve limited leaves of absence for this purpose of up to a maximum of three (3) days per school year per employee. These activities must be at no cost to the division and must not interfere with the employee's regular duties and responsibilities.

Professional Codes of Conduct

No element of this Administrative Procedure may exempt an employee from the professional code of conduct from applicable governing organizations.

Possible Exemptions to Conflict of Interest

Notwithstanding the above disclaimer regarding professional codes of conduct, there may be times when ethical, emergency and context arise that override the general rule that employees do not enter into a dual role and therefore, may create a potential or actual conflict of interest situation. Possible exemptions may include when:

- there are no other professionals available to provide the services; or
- harm would come to the client if the employee was unable to provide the professional services;
- unique attributes, specialized skills, or services are required and are not otherwise available.

Reporting a Conflict of Interest

Employees who are in a potential or actual conflict-of-interest situation have a duty to immediately notify the Superintendent or designate immediately upon becoming aware of the potential or actual conflict. The Superintendent may, when feasible, offer further guidance to aid employees in managing these conflicts. Failure to report known or suspected conflicts of interest may result in disciplinary action.