



## Conflict of Interest – Hiring Practices

### #300.24

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<b>Adopted:</b>	March 30, 2021
<b>Last Reviewed/Revised:</b>	N/A
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2024-2025

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#### POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board believes that to fulfill its Catholic mission statement, it must facilitate recruitment and staffing processes that are transparent, fair, bias-aware and equitable for all.

#### APPLICATION AND SCOPE:

This policy applies to all staff of the Board:

1. The Board is committed to a fair and transparent hiring process and shall give due regard to avoid any conflicts of interest, including nepotism and favouritism.
2. For the purposes of this policy, “relationship” means any relationship of the employee to persons of:
  - their family, whether related by blood, adoption, marriage, or common-law relationship;
  - an intimate and/or financial nature during the preceding five years; or
  - past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.
3. No employee of the Board shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.
4. Where the person with whom the employee has the relationship is one of multiple applicants or candidates in a competitive hiring process, the employee shall not participate in, or influence the outcome of, any aspect of that hiring process.
5. Where a conflict of interest as identified in the preceding sections occurs, the employee shall immediately disclose the nature and extent of the conflict to the Manager of Human Resource Services or designate. If the Manager of Human Resource Services or designate determines that a conflict of interest exists, they shall assign these duties to another person who does not have a conflict of interest and shall give any further direction to the employee considered necessary to protect the integrity of the hiring process.
6. Where the Manager of Human Resources Services identifies a conflict of interest as identified in the preceding sections occurs, the Manager of Human Resources Services shall immediately disclose the nature and extent of the conflict to the Superintendent of Human Resource Services.
7. Prior to holding any interviews, panels are provided with a list of applicants to determine if a conflict of interest exists.
8. No family and/or relatives are permitted to work together in a direct supervisory relationship, either in a subordinate or supervisory role to each other. It is the responsibility of employees to declare a conflict to their supervisor or manager when a family relationship develops that places them in a direct supervisory relationship. The Director of Education, or designate, may determine whether an exception will be made, in consultation with the Board



9. To prevent a real or perceived potential conflict of interest, and/or to comply with the requirements set out in this policy, certain situations will be heard by the Director of Education, or designate, to determine whether an exception may be made.

#### **REFERENCES:**

- [Ontario Education Act](#)
- [Ontario Human Rights Code, Section 24\(1\)\(1\)](#)
- Policy/Program Memorandum 165: School Board Teacher Hiring Practices
- [Employment Standards Act, 2000](#)
- [Pre-Employment Screening Policy 300.18](#)
- Hiring – Academic Staff 300.10
- Hiring – Support Staff 300.11

#### **DEFINITIONS:**

**Conflict of Interest:** A potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the Board, or with the Employee's participation in any recommendation or decision pertaining to teacher and principal/vice-principal hiring within the Board.

**Employee:** A full-time, part-time or occasional Employee of the Brant Haldimand Norfolk Catholic District School Board.

**Positions of Responsibility:** Department Heads and Non-School-Based System Positions such as Coordinators, Consultants, and Student Achievement Leaders.

**Relationship:** Any relationship of the Employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

**Supervisor:** The person to whom an employee reports.