



Policy

Policy #
POL637

Title

Conflict of Interest

Section

Human Resources

Approved Date

April 16, 2013

Revised

Associated Documents: TSP637 – Conflict of Interest Procedure, TSP637A – Statement of Ethical Standards

The employees of Student Transportation of Eastern Ontario (STEO) occupy positions of great public trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently and impartially.

It is imperative that employees always be seen as acting in the best interests of the public they serve and not compromise themselves in the discharge of their duties by offering to accept, either directly or indirectly, any gift, reward, benefit or favour or using their position or the resources of STEO for personal or private gain. Specifically, the following legislation or professional standards govern the conduct of the employees of STEO:

The Education Act, 1998, Section 217: applicable to all STEO employees.

The onus is on each employee to anticipate and to avoid conflicts of interest.

It is also important to avoid, not only real conflicts of interest, but also being placed in the position that could give the appearance of being in conflict with STEO's interest.

In extension of the foregoing, it is the policy of STEO that no employee shall accept any gift, reward, benefit or favour which could reasonably be construed as an incentive to encourage the recipient to use his or her influence with member boards, students, parents, staff or other persons associated with STEO, for the purpose of:

- a) patronizing any commercial enterprise;
- b) obtaining preferential treatment for persons, agents or organizations in their dealings with STEO including suppliers, consultants and contractors.

This policy refers to definitions as follows:

Employee refers to all persons who are currently engaged in active employment with STEO regardless of employment status (i.e. full-time, part-time, contract).

Conflict of interest is defined as any direct or indirect interest in, connection with or benefit from outside activities, especially business activities in which involvement might adversely affect STEO or benefit the employee directly or indirectly as a result of the employee's position or connection with STEO. Employees must remain free of any such obligation, interest or distraction they may adversely affect or interfere with the employee's judgment and/or objectivity in the performance of duty as an employee of STEO.

Family member shall have the same meaning as a "related person" under the *Income Tax Act* and includes a spouse, child, grandchild, parent, parent-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law or anyone for whom the employee stands in *loco parentis*.