



GAP
GENERAL ADMINISTRATIVE PROCEDURES

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| SECTION: | 300 All Staff |
| GAP NUMBER: | 331.00 |
| SUBJECT: | Code of Ethics All Staff |
| REFERENCE: | Policy 1.01, Code of Ethics – All Staff GF 327, Code of Ethics – Reporting of Gifts |
| EFFECTIVE: | April 7, 2014 |
| REVISED/AMENDED | - |
| REPLACES: | NEW |
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I. DEFINITIONS

For the purposes of this General Administrative Procedure (GAP), the following Definitions apply:

"bias" means and includes an inclination; bent; preconceived opinion; and a predisposition to decide a cause or an issue in a certain way, which does not leave the mind perfectly open to objectively treat all matters fairly and equally.

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3. An employee must not engage or participate in any outside employment, business or commercial undertaking (paid or volunteer) that interferes with the performance of his or her duties as an employee of the Board, or from which an economic, financial or commercial advantage may be derived by the employee, a relative, friend and/or business associate of the employee, as a result of confidential business, financial or commercial information gained by the employee from employment with the Board.

4. An employee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to advance the interests of the employee, or the interests of a relative, friend and/or business associate of the employee. This includes providing preferential treatment or publicly endorsing suppliers or products.

5. An employee must not participate in any decision or recommendation in which he or she, or a relative, friend or business associate may have a financial, commercial or business interest.

Disclosure

Where a conflict of interest arises, or when a potential conflict of interest emerges, the employee has a duty to inform his/her immediate supervisor of any and all relevant facts concerning the situation. The Director of Education shall disclose a conflict of interest or potential conflict of interest to the Chair of the Board. The Associate Directors shall disclose a conflict of interest or potential conflict of interest to the Director of Education. Superintendents shall disclose a conflict of interest or potential conflict of interest to their respective Associate Director. All other employees shall disclose a conflict of interest or potential conflict of interest to their immediate

4. It is the responsibility of all employees to familiarize themselves with their duties and any requirements of them as prescribed by the _____ and Regulations, the _____ and Regulations and any other Act or Regulation that may be applicable to the employee's employment duties, from time to time.

5. All employees are responsible for immediately reporting to an appropriate supervisor any suspected illegal behaviour or behaviour that contravenes this or any policy of the Board.

3. Compliance and Continuous Improvement

Employees involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Employees should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels,

