

Confidential
NLSchools Conflict of Interest Disclosure Form

Name: _____ Division: _____

Title: _____ Date: _____

Please see the NLSchools [Directives - Conflict of Interest](#) (below). If you have any questions regarding a potential conflict of interest, please contact your immediate supervisor or the **NLSchools Human Resources Division (Senior Management Official)**. Government of Newfoundland and Labrador's [Conflict of Interest Act](#) should be read prior to completing this form. This form is intended for those who are disclosing their own conflict of interest, whether real or perceived.

Please select the Conflict of Interest that you wish to disclose (see Directives List below):	√
Use of information for own or other gain (directive #5)	
Personal business Interest in sale of supplies, equipment or services (directive #6)	
Promotion of curriculum related materials or services (directive #7)	
Current or potential vendors owned by family members or prior business partners (directive #8)	
Involvement in personnel decisions (hiring/recruitment/remuneration) (directive #9)	
Supervision of a family member (directive #10)	
Acceptance of gifts, benefits or financial favours (directive #11)	
Use of NLSchools property including facilities and or/materials (directive #12)	
Tutoring of NLSchools K-12 students (directive #13)	
Other (Please Specify)	

Please describe the real or perceived conflict of interest relationship(s) or situation(s) you wish to disclose: (Attach pages if necessary)

I have read the [Conflict of Interest Act](#) and the above information and I understand the requirements for disclosure. The details above are to the best of my knowledge. If any material changes occur from the signing of this Disclosure Form, I shall immediately file a supplementary form as appropriate.

Name: _____ Date: _____

Signature: _____

**Please submit this declaration form to your immediate supervisor,
for forwarding to the appropriate divisional director.**

Conflict of Interest Recommendation and Approvals

After considering the particulars with respect to the conflict of interest situation as described by

_____ on _____, the following has been determined:
(Employee name) (Declaration date)

1. That a conflict of interest, real or perceived, exists: Yes No
2. That the conflict of interest, real or perceived, should be: Allowed Disallowed
3. That if the conflict of interest, real or perceived, is allowed, the following conditions shall apply in order to ensure the situation is managed appropriately:

Name and title of Director of Division

Signature of Director

Date

Approved on behalf of the Executive Team of the NLSchools

Name and title of SMO / Director of Division

Signature of SMO / Director

Date

Please forward completed disclosure and recommendation forms to Senior Management Official (Human Resources).

NLSchools refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Directives - Conflict of Interest

1. All employees have a duty and responsibility to assess their own interest and involvement in activities and to disclose any real or perceived conflicts of interest.
2. Employees are not to participate or be involved in an area that involves a real or perceived conflict of interest unless this conflict of interest has been disclosed and proper approvals are obtained.
3. Any employee who has reason to believe that an undisclosed conflict exists with another employee has a responsibility to disclose the conflict with their immediate supervisor.
4. Employees shall avoid placing themselves in situations where their personal interests actually or may perceive to conflict with the interests of NLSchools.
5. Employees shall not use or supply information that they have acquired as the result of their official capacity within NLSchools for their own or someone else's personal or financial gain.
6. Employees as well as firms, businesses, corporations or associations where an employee has a personal interest, shall only sell supplies, equipment or services to the Department of Education when such sales or purchases are conducted through the Public Tender process of obtaining competitive bids and the provision of the supplies, equipment or services does not conflict with the employee's employment within NLSchools.
7. Employees shall not promote for direct or indirect compensation any materials or services related to curriculum delivery (e.g., books, learning materials, training) in which they have a personal interest.
8. Employees shall not initiate, approve, or authorize purchases in situations where the employee has a real or perceived conflict of interest. This includes involvement in the request for quote and tendering processes. Real or perceived conflicts could include business interests owned by family members or prior business relationships.
9. Employees who are responsible for hiring staff shall declare a conflict of interest and excuse themselves from any step of the recruitment, retention or remuneration process, including reclassifications, when a family member applies for a position.
10. Employees who supervise a family member must disclose this relationship and shall not approve overtime or expense reimbursements (including travel) for that employee. These approvals must be obtained from a designated alternate.

11. Employees shall not receive additional benefits or rewards as a result of employment within NLSchools. Particularly:
 - a) Employees shall not accept monetary or other gifts or favours from current and/or potential suppliers, contractors and other third parties having business relationships with NLSchools other than those of nominal value presented as a matter of hospitality.
 - b) Employees shall not obtain personal rewards (e.g., Air Miles, Aeroplan, Yay! Cards, etc.) in the form of points or monetary benefits awarded on transaction incurred on behalf of NLSchools such as travel, fuel or other purchases.
12. Employees shall not use or lend school-related property of any kind (including facilities and/or materials) for activities not associated with their official capacity as an employee within NLSchools. This excludes facilities rented with a rental agreement following Community Use of Schools policy.
13. Tutoring: It is not appropriate for teachers to accept compensation for tutoring students enrolled in their school. In extenuating circumstances, exceptions can be requested in writing to the Superintendent of Schools or their designate for consideration and approval.
14. Any employee who fails to comply with the terms of the government's [Conflict of Interest](#) policy may be subject to disciplinary action, up to and including dismissal.