

CONFLICT of INTEREST Disclosure Form

The Hamilton-Wentworth Catholic District School Board (HWCDSB) is committed to hiring and promoting the best qualified individuals in support of the Board's mission to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model. The Board's hiring practices are aligned with the Board's Multi-Year Strategic Plan and the Equity Action Plan and are subject to denominational rights as a Catholic school board in the province of Ontario. Further, hiring practices are conducted in accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disability Act, the Municipal Freedom of Information and Protection of Privacy Act, the Employment Standards Act, the Ministry of Education of Ontario Policy Program Memorandum (PPM) 165: School Board Teacher Hiring Practices and the provisions of all appropriate collective agreements.

Definitions

- a) **Conflict of Interest** Conflict of Interest means 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 hiring or promotion of a candidate within the Board.

Employee means full-time or part-time employee of the HWCDSB involved in hiring or promotion.

Relationship means any relationship of the employee to persons of his or her immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature, any student/supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Supervisor means the person to whom an employee reports.

- b) **Specific Conflicts** Without restricting the generality of this policy, the following circumstances may give rise to conflicts of interest:

- i. participating in, or influencing the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the employee has, or has had, a relationship;
- ii. acceptance by an employee of a gift from any persons or entities if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with the board.

- c) **Bias** In this context, bias is defined as prejudice, unrelated to the requirements of the position in question, in favour or against a person or a group compared to another.

- d) **Nepotism** The act of showing favouritism or providing preferential treatment to a family member or close relative, especially in the application, hiring and placement stages of employment. In the context of this policy, nepotism can occur when an individual within the

organization influences the decision to hire or promote a close family member, or supervises a subordinate family member.

Confirm you have read and understood the following:

No member of the interview team may be related to a candidate being interviewed whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature, ~~any student/supervisor relationship~~, or any other past or present relationship that may give rise to a reasonable apprehension of bias. Supervisor means the person to whom an employee reports.

Interview team members are required to declare their conflict in writing (potential, apparent or perceived) to the Superintendent of Human Resources as soon as they become aware of such conflict and remove themselves from the interview.

Posting # _____

Disclosure submitted: Yes/No

Interview panel member name: _____

Interview panel member signature: _____

Date: _____

HR Representative signature: _____

Date: _____