

**5090 Purchasing Conflict of Interest – Staff**

Policy 5090

STATUS: ADOPTED

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*PURCHASING CONFLICT OF INTEREST - STAFF*

Board Approved: December 1983

Last Revised: June 19, 2013

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Description:

The Board of Education believes that both conflict of interest and perceived conflict of interest must be avoided and that employees of the Board will not be allowed to compete with other firms for sales of goods or services to the Board.

Purchases from family members may be possible when the purchasing process has been beyond reproach, and consistent with Board regulation. Prior approval from the Secretary Treasurer will be required for said purchases to occur

*PURCHASING CONFLICT OF INTEREST - STAFF*

Board Approved: February 24, 1986

Last Revised: June 19, 2013

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Description:

1. For the purpose of these regulations "family connection" shall mean any member of immediate family or any close relative by marriage as defined in Article G.4 Section 1 a) and b) (see below) of the Teachers' Collective Agreement. All budget managers should familiarize themselves with these definitions.

**"Article G.4 Section 1 a) and b)" Definition - Immediate Family**

The spouse (including common law and same sex partners), child and step-child (including in-law), parent (including in-law), guardian, sibling and step-siblings (including in-law), grandchild or grandparent of an employee (including in-law), and any person who lives with an employee as a member of the employee's family.

2. Routine purchases, from normal suppliers, of common items within a budget manager's authority shall not be subject to individual review.

3. Any budget manager initiating purchasing action for bulk goods or services which might result in the submission of prices by a business with which he or any Board employee has family connection, shall exclude himself from any involvement with the transaction once a family member has indicated their intention to, or has proffered a bid (note below)\*. This shall be done by notifying the Secretary Treasurer of the potential conflict, at which time the Secretary Treasurer shall review the requirements and proceed with the purchasing process.

\*Employees of the Board or their family connections will only be considered for purchases of goods or services in circumstances where they are the only probable source of the goods or services required or their specialized services would provide a distinct advantage to the Board. If goods or services of employees or their "family connections" are to be considered, it must have prior approval of the Board.

4. If a contract for goods or services is, by this process, awarded to the firm with which a budget manager or an employee of the Board has a potential conflict, he shall, wherever possible, exclude himself from the administration of the contract or the approval of payments, except with specific approval of the Board. Where the contract is of a type which requires supervision or inspection of a technical nature which only that manager can provide, supervision and inspection reports shall be reviewed by senior officials before payment is approved.

5. It is incumbent upon each employee of the Board to report any potential conflict of interest. This notice is to be provided in writing to the Secretary Treasurer.