



OUR LADY OF THE SACRED HEART SCHOOL 0.03 – CONFLICT OF INTEREST POLICY

The standard of behaviour expected at Our Lady of the Sacred Heart School is that all staff and board members effectively manage conflicts of interest between the interests of the school on one hand, and personal, professional, and business interests on the other.

This includes managing potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The purposes of this policy are to

- protect the integrity of the school decision-making process;
- to ensure confidence in the school's ability to protect the integrity and reputations of board members; and
- meet legislative requirements.

Upon or before election or appointment, each person will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

This written disclosure will be kept on file and will be updated as appropriate.

In the course of board meetings, board members will disclose any interests in a transaction or decision where their family, and/or partner, employer, or close associates will receive a benefit or gain.

After disclosure, the person making the disclosure will be asked to leave the meeting for the discussion and will not be permitted to vote on the question.

Review schedule: Triennially

CHAIRPERSON

SECRETARY

Adopted as Policy 1 July 2015