

References

[Education Act](#)

[Ontario Human Rights Act](#)

[Ontario Occupational Health and Safety Act](#)

[O. Reg. 298 Operations of Schools](#)

CONFLICT OF INTEREST exists when, during the course of exercising their the duties of an employee, are affected by, or could reasonably be perceived to be affected by, the employee's direct or indirect personal, financial or business interests or the personal financial or business interests of a relative, friend, and/or business associate of the employee.

HCDSB RESOURCES are assumed to include but are not limited to all HCDSB-owned property, vehicles, furniture, appliances, communications, information technology/computer, print, reproduction, property repair and maintenance equipment, consumables, as well as any and all instructional materials, equipment, electronic devices, sports and physical education equipment, etc.

Principles

HCDSB expects that conduct within our schools shall be in accordance with the gospel values and principles of HCDSB's Mission Statement.

HCDSB is committed to providing a learning and working environment that is safe, professional and responsive to the needs and well-being of the individual employee and student.

HCDSB is committed to upholding the principles of the *Ontario Human Rights Code*.

HCDSB will not tolerate any form of discrimination or harassment.





CONFIDENTIALITY:

Employees of the HCDSB may be entrusted with private and confidential information belonging to the HCDSB, business, commercial or competitive advantage, confidential student and personnel information, which must be kept confidential.

An employee's duty of confidentiality with respect to private and confidential financial, business, investigative, and/or commercial information in social media monitoring records, extends indefinitely beyond their employment.

The confidentiality of business/corporate information received in the course of duties must be maintained in all forms of communication.

Employees must not disclose confidential information to the HCDSB's competitors, suppliers or other parties. Confidential information in excess of what is necessary to conduct business should not be shared. For example, an employee should not disclose confidential information to a person with a financial interest in the information, whether potential or actual, direct or indirect.

Except as required by law and in accordance with the *Education Act* and *Access to Information and Protection of Privacy Act*, employees shall not disclose confidential information directly or indirectly for the employee's benefit or for the benefit of any other organization, firm, or other entity. The HCDSB's proprietary or confidential information disclosed or entrusted to that employee or developed or generated by the employee during the performance of their duties for the HCDSB. Such information may include, but is not limited to, the HCDSB's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the HCDSB.

The confidentiality of personal, educational, family and employment information pertaining to students or staff is a key component of the HCDSB's privacy policy. Employees who have a need to know must use this information responsibly and only for the purposes of their duties. Information received should not be disclosed or reviewed in public or where other employees, student, parent/guardian or community members could gain access to confidential information.

HCDSB RESOURCES:

HCDSB resources are intended to serve the instructional, social/emotional, spiritual, cognitive and physical development of all registered students. The use of any HCDSB resource in return for any form of personal compensation other than salary paid to an employee is prohibited.

No employee shall use HCDSB resources for personal gain. No employee shall permit relatives, friends and/or business associates to use HCDSB resources for personal gain.

Employees must adhere to all HCDSB policies and procedures regarding the use of HCDSB resources including information technology resources.



All employees acknowledge that works of authorship, which may include, but are not limited to, books, articles, pamphlets, course materials, inventions, improvements, discoveries, computer software, and documentation, created by employees in the course of their employment are the sole property of the HCDSB. Employees who have created works of authorship in the course of their employment shall have no association or relationship to their creation or invention.

Employees are prohibited from using the HCDSB name, logo, or other identifying marks in any way that could be perceived as an endorsement or affiliation with the HCDSB or any of its programs, services, or products, and any individual who is expected or required to act in connection with the HCDSB must not use its name or logo.

APPROVED BY:

Dr. J. M. H. ...

AUTHORIZED BY:

Chair of the Board