

Appendix B

CONFLICT OF INTEREST CHECKLIST

Employees may be unsure if a specific activity represents a conflict of interest under the Public Schools Branch policy and procedure. If so, answering these questions may help to determine whether you are in conflict. If you answer "yes" to any of the questions included in the checklist, you must meet with your supervisor to discuss the situation.

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| 1 | Do you undertake any outside work or service for compensation that is related to the field of expertise in which you are employed by the Public Schools Branch? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2a | Do you currently have, or are you involved in, a business or employment outside of the Public Schools Branch which involves a service, product or facility which is offered by the Public Schools Branch? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2b | If "Yes", does your outside involvement actually jeopardize, or have the potential to jeopardize, your ability to function objectively on behalf of the Public Schools Branch or as perceived by the public? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | In the past 12 months, have you participated on behalf of the Public Schools Branch in any transaction between the Public Schools Branch and any business enterprise identified in your answers to questions 1 and 2? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Are you, a spouse, or dependent child(ren), holding a position as a director, officer, sole owner, partner, employee or a consultant or advisor to any business which: <ul style="list-style-type: none">• Supplies the Public Schools Branch with any property, licenses, goods or services?• Is a partner or potential industry partner of the Public Schools Branch?• Is funded by/receives financial support from the Public Schools Branch? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Do you, a spouse, or dependent child(ren), have any direct or indirect financial interest in any business which: <ul style="list-style-type: none">• Supplies the Public Schools Branch with any property, licenses, goods or services?• Is a partner or potential industry partner of the Public Schools Branch?• Is funded by/receives financial support from the Public Schools Branch? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | Is there any activity that you could undertake, or do undertake, as an employee of the Public Schools Branch which could benefit you, a spouse, or dependent child(ren), in any business with which you are involved outside of the Public Schools Branch employment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | In the past 12 months, have you received compensation, loans, grants, benefits, gifts or unusual hospitality from any supplier or potential supplier or competitor of the Public Schools Branch that might influence or appear to influence your decisions regarding the purchasing of goods or services for the Public Schools Branch? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |