



Toronto Foundation for Student Success

TFSS Conflict of Interest Policy

To establish the parameters for employee conduct regarding possible conflict of interest situations.

1.0 Definitions

Conflict of interest encompasses situations in which the personal or private interests of an employee (or the employee's family, friends or close business associates) conflict with the interests of the TFSS, or when there is a reasonable basis for the perception of such conflict.

2.0 Responsibility

The ED & CEO holds primary responsibility for the implementation of this Policy.

3.0 Policy

- 3.1 Employees of the TFSS occupy positions of trust and are expected to conduct themselves with personal integrity, ethics, honesty, and diligence in the performance of their duties.
- 3.2 Employees shall support and advance the interests of the TFSS and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Board, or may affect their ability to exercise skill and good judgment on behalf of the Board in the performance of their duties.
- 3.3 Where employees (or their family members or close business associates) have a personal or financial interest that might present a conflict of interest in connection with their duties as TFSS employees, they shall report this conflict, in writing, to their immediate supervisor.
- 3.4 Where employees are family members or close business associates and one employee has, or may have, a supervisory responsibility in respect to the other, each shall report this conflict, in writing, to their immediate supervisor.
- 3.5 The supervisor shall forward a copy of the report to the ED & CEO.
- 3.6 An employee who fails to comply with the terms of this policy and the operational procedure may be subject to disciplinary action up to and including dismissal.