

Attestation of the confidentiality requirement and conflict of interest declaration

I, _____, declare that I have read and understood the following requirements regarding confidentiality and conflict of interest:

Confidentiality

- Subject to the provisions regarding access to information and privacy, employees are expected to be discreet (which includes non-disclosure of confidential information) regarding what they see in the course of or in connection with their work.

Conflict of interest

- In no case may employees have a direct or indirect interest in any undertaking that causes their personal interest to conflict with the duties of their position.

Where such an interest devolves to an employee by succession or gift, it must be renounced or disposed of with all possible dispatch.

- In no case may employees directly or indirectly:

1° Grant, solicit, or accept—in their capacity as employees of the Commission scolaire du Littoral—any undue favour or benefit for themselves or another person; or

2° Use for their own benefit any property of the State or any information obtained as an employee of the Commission scolaire du Littoral.

- Employees shall avoid placing themselves in situations where their personal interest enters into conflict with the duties of their position.

Employees who find themselves in a situation addressed by the first provision shall notify the head of the establishment to which they report, which may obtain the opinion of a subject matter expert and notify the employees of how to proceed.

In addition, I recognize that my obligations regarding confidentiality continue even after I am no longer an employee.

I agree to act in accordance with the aforesaid ethics principles and obligations.

I understand that sanctions could be applied by the School Board in the event of non-compliance with these requirements.

Employee

Date