

Policy Manual - Administration

A.05 Board Suppliers/Use of Board Assets/Services & Equipment

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model

POLICY STATEMENT

It is acknowledged that employees of the Board should be provided with facilities, equipment and materials (assets) that allow them to effectively carry out their assigned responsibilities in the achievement of the mission and vision of the HWCDSB. In addition, the principles of respect, honesty, integrity and stewardship should govern all dealings with Board suppliers and usage of Board assets.

Purpose

The purpose of this policy is to provide guidelines to employees to ensure that usage of Board owned assets and conduct with Board suppliers is in keeping with the Board's position of maintaining the highest standards of ethics and integrity.

It should be noted that Board owned assets include: all buildings (schools, administrative sites, outdoor playgrounds, artificial surface playing fields, etc.), materials, equipment and furnishings (resources, consumable supplies, gym equipment, Board owned vehicles, computers, iPads, laptops, Board owned mobile phones, etc.).

Guidelines:

1. Services/Purchases

Employees of the Board who are in a position to directly or indirectly influence the Board's decisions to contract out a service or purchase from persons/companies conducting business with the Board, should not knowingly acquire personal services or goods from such person/companies who are or who have recently conducted business with the Board. This excludes the purchase of off-the-shelf commodities or goods.

2. Board Owned Assets: Vehicles

Board employees who have been entrusted with a Board vehicle and have been authorized to park the vehicle at the employees' residence after their work shift, shall not use such vehicle for personal use during the off-shift period, including week-ends, holidays, vacations, etc. without prior written approval of the Senior Manager of Facility Services.

3. Board Owned Assets: All Other (Buildings, facilities, equipment including technology, workout facilities, materials, consumable supplies, etc.)

Board owned assets are to be used for Board business only, except where prior written approval has been obtained from the employee's supervisor. All borrowed Board equipment shall be labelled "property of HWCDSB". Board employees shall not utilize Board buildings, facilities, materials and/or Board services for personal use or benefit for themselves or any other individuals/businesses.

4. Business with the Board

Employees of the board who have any direct or indirect interest in a company or are related to anyone who has any direct or indirect interest in a company shall not sell goods or services to the Board nor use their position to directly or indirectly influence the board's decision to contract out a service or purchase from persons/companies conducting business with the board. Furthermore, no employee of the Board shall, for compensation of any kind other than his or her salary as such employee, promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to the Board, or to any pupil of the Board.

5. Business Gifts and Hospitality

While it is recognized that business gifts or hospitality are in most instances simply an expression of cordial relationships between individuals who come in contact with one another in the course of carrying out their duties for their respective employers, acceptance of such gifts or hospitality, even without improper motives, can place the recipient in a compromising situation.

It is contrary to the policy of the Board to give or receive business gifts or hospitality of other than nominal or token values.

6. Consequences

The consequences for any contravention of this policy may result in disciplinary action up to and including dismissal for cause noting that such disciplinary proceedings would be subject to the discipline procedures in any collective bargaining agreement.

Responsibility

Associate Director of Corporate Services, Supervisors, Managers, and Senior Administrators are responsible for the implementation of this policy. In addition, each employee is responsible for their own actions and will be held accountable for failing to follow the guidelines provided.

Regulations

Broader Public Sector Accountability Act (Expense and Perquisite Directives) Education Act - S. 217(1) - (4)

Related Policies

A.11 - Internet and Electronic Communications- Acceptable Use for Employees

A.12 - Personal Electronic Devices

F.P.01 - Purchasing Policy

F.M.02 - Disposal of Surplus or Obsolete Furniture, Fixtures & Equipment

F.M.08 - Hospitality

S.15 - Internet- Acceptable Use Policy for Schools

Related Board Committee(s)

Committee of the Whole

Audit Committee

Policy Review Date:

BM Original Policy Approved 03 March 2009

Revisions: 24 June 2003, 24 June 2008, 05 March 13, 27 August 2019 ,10 March 2023 To
be reviewed every five years-2028