

**Recruitment and Selection (420-A Appendix A):
Conflict of Interest Declaration Form**



Please review the Recruitment and Selection Procedures 420-A. If you believe that you may be involved in a conflict of interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest, complete this form.

Please submit this completed form to plc@ugdsb.on.ca

SECTION 1: PERSONAL DETAILS	
NAME:	POSITION:
PHONE:	EMAIL:
SECTION 2: DISCLOSURE DETAILS	
<p>The actual, potential or perceived conflict of interest relates to: <i>(tick all appropriate box/s)</i></p> <p><input type="checkbox"/> Recruitment and Selection</p> <p><input type="checkbox"/> Relationship with family</p> <p><input type="checkbox"/> Relationship with friend</p> <p><input type="checkbox"/> Relationship with other</p>	
<p>The following actual, potential, or perceived conflict of interest has been identified. <i>(please insert all relevant details)</i></p> 	
SECTION 3: EMPLOYEE'S DECLARATION	
<p>To the best of my knowledge and belief any actual, perceived, or potential conflicts as an employee have been fully disclosed in this form in accordance with the requirements of the UGDSB Recruitment and Selection Procedure.</p> <p>I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual, perceived, or potential conflict of interest.</p>	
SIGNATURE:	DATE:

SECTION 4: TO BE COMPLETED BY PLC SERVICES/EMPLOYER DESIGNATE

Conflict of interest investigation outcome: *(tick appropriate box)*

do not constitute a conflict of interest, and I authorize the employee to continue the activity (review info below, then proceed to Section 5).

do constitute an actual, potential or perceived conflict of interest (please provide a detailed action plan below).

Action Plan:

If the situation does constitute a conflict of interest, please ensure that the following actions have been considered:

- ensure all information surrounding the conflict has been disclosed and documented
- temporarily remove the person from the process or responsibilities
- take no further action

SECTION 5: TO BE COMPLETED BY PLC MANAGER/ EMPLOYER DESIGNATE

The actions described in the approach outlined in Section 4 have been put in place to effectively manage any actual, potential or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 4 ensures that the UGDSB's public interests and reputation are adequately protected.

NAME:

SIGNATURE:

DATE: