c. In situations where a conflict of interest may arise, the employee should recuse themselves from decision-making processes or discussions that could be influenced by the relationship. Employees must not be in a direct supervisory and performance review position over a family member/spouse.

d. No employee may make a decision or participate in decision making exercises if the employee knows reasonably that in making the decision they would be in conflict of interest.

e. No employee may communicate private information obtained in their position that is not available to the public or that is confidential.

f. Uphold ethical standards and ensure that decisions are made in the best interests of HSD rather than personal interests and relationships.

a. HSD recognizes that some clinicians also work in private practices outside of the school division. HSD views clinicians accepting clients (students) who attend the school to which they are assigned as a ñconflict of interestò; even if they are not currently referred.

b. Special requests ñnot to work in certain schoolsò will not be considered due to any conflicts related to services of a private practice.

The onus is on the employee to anticipate and to avoid conflicts of interest, including situations that could give the appearance of being in conflict with HSD