



Glenmore Christian Academy Conflicts of Interest

Policy #GCA-ORG-029 Policy Owner: Board of Directors
Date created: June 2024 Date updated: n/a

Conflicts of Interest

Purpose

This purpose of this policy is to ensure all board members and employees inform GCA of conflicts of interest, allowing steps to be taken to ensure everyone acts in the best interest of GCA. The policy has been created in response to the expectations outlined in the Private Schools Regulation Section 22 (d) (*Alberta Regulation 127/2022*).

Board Conflicts of Interest

Directors of the Board must conduct themselves in an ethical and businesslike manner, in the best interests of GCA. Directors must offer loyalty to the interests of the corporation, superseding any conflicting loyalty such as that to family members, advocacy or interest groups, and other Boards or staffs of which they are members. Directors must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or conduct of private business or personal services between any Director and GCA. Directors shall comply with the conflict of interest provisions of the Education Act. Any Director with a potential conflict of interest will make the Chair of the Board aware of that conflict.

Employee Conflicts of Interest

The Society recognizes the importance of protecting the School while preserving the rights of employees to participate as private citizens in the life of the community.

1. As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labour/skill and attention will be devoted to the business of the Society as specified by the employment contract.
2. The Society's property, materials and services will be utilized only as requested or authorized by the employment contract.
3. Participation of the employee in other business, organizations or activities that compromise the employment relationship or disadvantages the Society will be considered conflicts of interest.
4. Supervisors shall be responsible for identifying potential conflict of interest activities to employees. Where an employee persists in activities that may disadvantage the Society, the Head of School is to be informed. Employees must consult with their supervisor prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - Having a vested interest in an external business which may provide materials or service to the Society
 - Being offered services or materials as a result of employment or position with the Society
 - Making use of a position with the Society to solicit services or materials for personal gain
 - Utilizing association equipment, services or materials for an external business
 - Pursuing personal gain over the well-being or needs of people supported



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Employees who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with the Society and may be subject to disciplinary action up to and including termination of employment.

Related Party Transactions

Any related party transaction that occurs will occur in alignment with the Private Schools Regulation Section 24 (*Alberta Regulation 127/2022*).

As expected in the CPA Canada Handbook (Section 4450, Section 4460), GCA will disclose in its annual financial statements information about transactions with related parties, including:

1. a description of the relationship between the transacting parties;
2. a description of the transaction(s), including those for which no amount has been recorded;
3. the recorded amount of the transactions classified by financial statement category;
4. the measurement basis used for recognizing the transaction in the financial statements;
5. amounts due to or from related parties and the terms and conditions relating thereto;
6. contractual obligations with related parties, separate from other contractual obligations;
7. contingencies involving related parties, separate from other contingencies.

Glenmore Christian Academy (GCA), is a ministry of First Alliance Church of the Christian and Missionary Alliance. We share a foundational belief that all people are loved by God and are individually unique. GCA has a mission, in partnership with parents and families, to help students strive for their God-given potential in all aspects of their person: spiritual, academic, physical, social, emotional and moral. In accordance with our Statement of Faith, we believe in the infallible Holy Bible, which establishes the only rule of Christian faith and practice. We believe in personal salvation through faith in Jesus Christ's crucifixion and resurrection. We believe that Jesus calls us to care for each other, and to continue His good work as disciples who love one another. We show our love by our actions, evidenced daily throughout our school. We serve the Calgary community, and provide humanitarian support for the impoverished, oppressed, and marginalized around the world.