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**Board Governance Policy Cross Reference:** [1](#), [8](#), [14](#), [16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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The Interlake School Division (ISD) believes that all employees and trustees will exercise the greatest care that neither their influence nor their positions shall be used for personal favour or gain.

### **Procedures**

1. Any personal benefit offered to, or obtained by, an employee over the value of \$100 must be brought to the Superintendent/CEO for approval.
2. Any personal benefit offered to, or obtained by, a trustee or Superintendent/CEO over the value of \$100 must be brought to the Board for approval.