

## **REGULATIONS**

**Subject: Prohibition of Entrepreneurial Activities by Employees**

For the purposes of this policy, entrepreneurial activities shall include the advertising of, promotion of, distributing of and/or selling of products and/or activities on Board time. Board facilities and/or equipment including Internet, e-mail and social media may be used only for Board business.

1. It will be the responsibility of each principal or supervisor to ensure that no entrepreneurial activity, as defined above, is being conducted by any employee(s) in their charge.
2. Should a principal or supervisor become cognizant of any employee(s) conducting entrepreneurial activities, as defined above, they will notify the employee(s), in writing, to cease the activities immediately.
3. Should the activities not cease as requested in #2, the principal or the supervisor will notify the appropriate superintendent.
4. The superintendent, upon notification, will:
  - (a) review the report of the principal or supervisor;
  - (b) conduct a personal investigation of the matter;
  - (c) determine appropriate disciplinary action if required.

Implementation Date: November 23, 1999  
Revised: August 31, 2004  
Reviewed: May 13, 2008  
Revised: March 27, 2012  
Reviewed: October 13, 2015  
Revised: September 25, 2018  
Reviewed: January 24, 2024

Reference: LKDSB Policy