[DISTRICT]

ISD #[ ]

Ethical Practices and Conflict of Interest

[DISTRICT] requires and encourages compliance with various statutory and state policy requirements related to individuals who acquire goods, services, and utilities and the ethical standards they have to meet.

It is the expectation of the [DISTRICT] Board that administration, supervisory staff, and employees have an absolute duty and responsibility to take all actions necessary to prevent an employee from being put in a position where that individual employee might have a conflict of interest in any way in the acquisition of goods, services, and utilities. Acquisition of goods, services, and utilities means purchasing, procuring, contracting, getting, buying, selling, or trading anything with any value that comes into possession or leaves the possession of [DISTRICT]. This includes all kinds of contracts, agreements, orders, etc. to which the [DISTRICT] may be a party.

Potential conflicts of interest and the appearance of a conflict of interest are to be avoided at all times. Such a conflict of interest would arise when the employee, or any member of his or her immediate family, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Employees must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, employees may accept items of insignificant value of a promotional or public relations nature. Employees who have questions regarding potential conflicts or the appearance of a conflict of interest should contact the Executive Director or Business manager. Any suggestion, inquiry and/or intimation that an actual conflict of interest exists will be immediately investigated by the Business manager. If a conflict of interest is discovered, administration will determine whether corrective action will be necessary, including disciplinary action. Any violation of federal law involving fraud, bribery, or gratuity resulting from a conflict of interest will be reported to the Legislative Auditor’s Office.

The Conflict of Interest Disclosure Form must be completed by all directors, assistant directors, business office staff, and any others who may be in a position to have a potential conflict of interest in the acquisition of goods, services, and utilities.

Any questions regarding any of these guidelines and procedures should be directed to the Business manager.

Conflict of Interest Disclosure Form

A conflict of interest shall be defined as any activity, transaction, relationship, services, or consideration which is, or appears to be, contrary to the best interests of [DISTRICT], or in which the interests of an individual or another organization has the potential to be placed above those of [DISTRICT]. All directors and employees of [DISTRICT], when acting on behalf of [DISTRICT], shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of [DISTRICT].

I have read and agree to abide by the above policy. To the best of my knowledge and belief, except as disclosed on this form, neither I nor any person with whom I have or have had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential Conflict of Interest or be contrary to the best interests of [DISTRICT]. I agree to immediately disclose to [DISTRICT] any potential Conflict of Interest that should arise hereafter.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify any potential Conflicts of Interest here: