

Category: Business & Operations - 3000

Policy: Staff Members' Conflict of Interest - 3013

If a staff member has an interest in a business, or if the staff member has knowledge that his/her spouse, significant other, parent, or dependent child has an interest in a business which is bidding on a contract with the ESUCC, or one of the ESUCC's projects, and if the staff member is, or will be, making any recommendation to the Executive Director or the Board with regard to the contract, the staff member shall immediately notify the Executive Director. Thereafter, the staff member shall take no part in deciding which bid should be selected. If a staff member has an interest in a business or if the staff member has knowledge that his/her spouse, significant other, parent, or dependent child has an interest in a business, the staff member may not list the business as the suggested vendor on any requests for supplies, equipment or services.

Staff members who are unsure of their obligations under this policy should consult with the Executive Director immediately to ascertain what steps the staff member should take.

Adopted on: October 9, 2014

Reviewed on: