

# Stark County Board of Developmental Disabilities

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## EMPLOYEE CONFLICT OF INTEREST

### POLICY

The Board is committed to developing and maintaining a culture of openness, honesty and accountability, and as such all employees and volunteers bear the responsibility for being as transparent as possible. Board employees must avoid any actual or perceived conflicts of interest to ensure that they do not affect, or appear to affect individuals and their families, the operations of the Board, or the obligation the Board has to the Stark County community. Employees must avoid any situation or activity that compromises, or may compromise, their judgment or ability to act in the best interest of the Board. Employees must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests or operation of the Board.

Any situation where a Board employee may benefit financially, whether directly or indirectly (e.g. through a family member) as a result of that employee's position is a potential conflict of interest. Other and similar examples of potential conflicts of interest include: *outside employment*, in which the interests of an employee's outside employment contradict with being employed by the Board; *family interests*, in which a spouse, child, or other close relative is employed (or applies for employment) or where goods or services are purchased from such a relative or a business controlled by a relative; *gifts* exceeding \$25.00 from individuals and/or families receiving services, or from any stakeholder of the Board (such gifts may include non-tangible things of value such as transportation and lodging); Board employees *using the authority of their office* or employment to secure authorization of a direct services contract that the employee may benefit from in any way. For this reason, no employee may provide outside services to a person who is in his or her group, classroom, or caseload unless it is pre-approved for an emergency that is time limited.

It is essential that all employees and volunteers are aware that conflicts of interests may exist and, if a situation arises where a conflict may develop, this must be disclosed to the Superintendent, or designee, immediately, and in turn to the Board, depending on the level of conflict and the potential gain to the employee. In the case of the Superintendent, disclosure should be made directly to the Board.

The management of conflicts of interest will ultimately lie with the Superintendent, legal counsel, and the Board. Managers and staff also have a responsibility to inform the Superintendent, or designee, if a conflict of interest is disclosed to them by another employee.

Upon disclosure of the information described above, the Board will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include: requiring the employee to refrain from being involved in any decisions made by the Board regarding its dealings with such person, business or enterprise; or the person may no longer be able to work on a particular project if the conflict will remain; or requiring the

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employee to dispose of his/her interest in such a business or enterprise if the person wishes to remain in the Board's employ.

Any employee of the Board who breaches this policy is subject to disciplinary action, up to and including termination.

<b>Historical Resolution Information</b>		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources
4/15/11	04-37-11	Superintendent
9/26/15	09-50-15	