



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

Conflict of Interest

Workforce Investment Act Policies and Procedures

POLICY #: 103

Date of Original Policy: March 21, 2008

Effective Date: March 21, 2008

Revised: N/A

BACKGROUND:

A Conflict of Interest Policy is required in order to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds. This policy is established to provide direction for subrecipients and contractors of the Spokane Area Workforce Development Council (SAWDC) in order that business can be conducted within guidelines that will prevent actual, potential, or questionable conflicts of interest.

DEFINITIONS:

Conflict of Interest: An individual would personally benefit, usually monetarily, from his or her inclusion in the decision making process.

Immediate Family: Immediate family consists of the individuals' parents (including step-parents), spouse, domestic partner, children (including step-children), siblings, grandchildren, grandparents, and any relative by marriage (an 'in-law').

Individual: An employee, officer, board member or agent of the SAWDC.

Partner: A business associate of an individual, whether an equal participant in a business with the individual, a supervisor or sub-ordinate.

REQUIREMENTS:

Before any matter is brought before any committee of the SAWDC for action, an individual who believes they may have a conflict of interest must announce that fact to the voting body and excuse themselves from any further discussion and/or vote on the matter in question.

POLICY:

- 1) No individual shall participate in the selection, award, or administration of a contract supported by WIA or Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the individual, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The individual shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. However, the SAWDC may set standards for situations in which the gift is an unsolicited item of nominal value and can be shared by the members of the organization as a whole. The standards of conduct shall

provide for disciplinary actions, up to, and, including termination of employment or board membership, for violations of this policy by any individual.

- 2) Each subrecipient shall maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of SAWDC contracts.
- 3) Each subrecipient shall ensure that no person in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a contract supported by SAWDC funds if a conflict of interest, real, implied or apparent, would be involved.
- 4) An individual of the SAWDC shall not cast a vote, nor participate in any decision-making capacity on the provision of services by such individual (or any organization which that individual directly represents), nor any matter which would provide any direct financial benefit to the individual, to the individual's immediate family, or to the individual's organization.
- 5) Individuals shall not use, for their own private gain, for the gain of others, or for other than officially designated purposes, any information obtained as a result of their committee, board or working relationships with the SAWDC and not available to the public at large, or divulge such information in advance of the time prescribed for its authorized release.

EQUAL OPPORTUNITY:

The SAWDC is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

REFERENCE:

Public Law 105-220 Section 111(f)
Public Law 105-200 Section 117(g)
20 CFR 667.200 (a) (1) and (4)
29 CFR 95.42
29 CFR 97-36

DIRECT INQUIRES TO:

(As referenced in SAWDC Staff Composition Policy #100)

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