



Region 1 Workforce Development Board Policy Letter #02

Subject: Conflict of Interest

Effective Date: July 1, 2015

Every employee, officer, agent, or member of the Region 1 Workforce Development Board and its committees must serve a public interest and have a clear obligation to conduct all affairs in a manner consistent with the concept of public trusts. All decisions should be based on promoting the best interest of the public good.

As an employee, officer, agent, or member of the Region 1 Workforce Development Board, and its committees you must:

- Neither cast a vote on, nor participates in any decision making capacity on the provision of services by such member or by an organization that such member directly represents; nor on any matter which would provide any direct benefit to such member or the immediate family of such member.
- Disclose any potential conflict of interest to the Region 1 Workforce Development Board as soon as the potential conflict is discovered. If the potential conflict of interest is discovered during a board or committee meeting, the member must declare such potential conflict and excuse themselves from the remainder of the discussion and voting on that item.
- Not engage in any business transaction or private-for-profit arrangement which accrues from that member's position on the board.
- Ask the Region 1 Workforce Development Board for an opinion if they have any doubts of a situation involving conflict of interest.
- Not engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

No member, officer, employee, or agent of the Region 1 Workforce Development Board shall: (1) solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers or potential contractors or suppliers; (2) solicit, accept, or agree to accept any benefits for exercising Workforce Innovation Opportunity Act authority and performing their duties; and (3) perform their duties in a manner contrary to the rules of the State of West Virginia Ethics Commission.

A board or committee member who participates in decisions relating to specific terms of a contract, the determination of performance standards in a contract, or the development of Request for Proposals or other processes leading to a contract is prohibited from receiving any direct financial benefit from any resulting contract.

For purposes of this agreement, immediate family means a spouse residing in the individual's household and any dependent child or children and dependent parent or parents.

Approved: **February 4, 2016**
 February 18, 2016
 February 24, 2016

Executive Committee
Region 1 Workforce Development Board of Directors
LEO's

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