

EOWB Policy #: RM-001	Effective Date: 04/17/2018
	Revision:
Code of Conduct	☒ New ☐ Revised
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PURPOSE

The purpose of this policy is to ensure that all employees, sub-recipients and members of the Eastern Oregon Workforce Investment Board (EOWB) conduct themselves in accordance with good professional judgment for the sole benefit of the organization and in such a manner as to not create a conflict of interest or appearance of such conflict.

DEFINITION

Conflict of Interest is an actual or perceived interest by an employee and sub-recipients in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain by an actual or potential benefit from another source.

POLICY

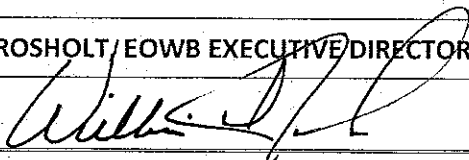
All persons employed by, sub-recipients receiving funds of, and members of the EOWB have a duty to give loyalty to the organization without a conflict of interest. It is expected employees and Board members will perform their duties on behalf of EOWB faithfully, diligently, and to the best of their abilities.

All persons covered by this policy must never place themselves in a position where their self-interest may conflict with this duty. Any employee or Board member of the EOWB who breaches this policy is subject to disciplinary action, up to and including discharge.

Code of Conduct

Expectation of all persons covered by this policy is to comply with the following Code of Conduct. Avoidance of any situation or activity that compromises, or may compromise, their judgement or ability to act in the best interest of EOWB. No person covered by this policy shall receive, provide, or give gifts/favors to others where the action might appear to influence others in their relation to EOWB.

1. Disclosure of Potential Conflicts of EOWB
 - Engagement in any activity which conflicts with the interest or purpose the Board
 - Engagement in any financial, business, or other relationships with current or potential grantee
 - Engagement of an immediate family member is affiliated with a current or potential grantee
2. Discloses any possible conflict of interest to the Executive Director, or if applicable to the EOWB Chair. All covered by this policy are under a continuing obligation to make full disclosure to the Executive Director, or if applicable EOWB Chair, all situations involving either actual or potential conflicts of interest.
3. If EOWB determines that a conflict of interest or appearance of such conflict exists with any person employed by, sub-recipients receiving funds, or members of the EOWB:
 - The person may not cast a vote on or participate in any decision-making actions engaged in the selection, award of, and administration of contracts.
 - The person may be asked to correct or remedy the situation immediately. Depending on the circumstances, a person covered by this policy may be subject to discipline, up to and including termination, for having engaged in conduct, which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

ADOPTED AT EOWB REGULAR MEETING	DATE: 04/17/2018
WILLIAM ROSHOLT/ EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 04/17/2018
SIGNATURE 	DATE 2-11-2020