

Conflict of Interest Quitman County School District

Quitman County Schools' policy concerning professional ethics is presented to all employees during the school year through email and is placed on the school website. This policy contains the Professional Code of Ethics including those related to public funds and property and conflict of interest.

Conflict of Interest Procedures

Professional Code of Ethics Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This includes any employment of a party or awarding of a contract that would result in a tangible personal benefit to a system employee. In addition, Quitman County School employees must neither solicit nor accept gratuities, favors, or anything of monetary value from an order, without prior approval from the Superintendent. Failure to abide by these policies may result in disciplinary action which may include a written reprimand, short term suspension, or termination of employment.

§ 200.112 Conflict of interest

Quitman County Schools requires disclosure of any potential conflict of interest related to federal programs in writing.

§ 200.318(c)(1) General procurement standards

The District requires its employees engaged in the selection, award and administration of contracts to comply with the following: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, 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 or a tangible personal benefit from a firm considered for a contract.

It is the intent of the district for all employees to conduct all activities associated with procurements in compliance with the highest ethical standards, including the avoidance of any real or perceived conflict of interest. It is also the intent of the district to impose appropriate sanctions or disciplinary actions, including but not limited to termination and/or prosecution, for any employees who violate any of these requirements.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This includes any employment of a party or awarding of a contract that would result in a tangible personal benefit to a system employee.

The employees and consultants of the District have the responsibility of administering the affairs of the District honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the District. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school system or knowledge gained there from for their personal benefit. The interests of the organization must be the first Comprehensive in all decisions and actions.

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties: Persons and firms supplying goods and services; Persons and firms from whom the District leases property and equipment; Competing or affinity organizations; Donors and others supporters; Agencies, organizations and associations which affect the operations of the District; Family members, friends, and other employees.

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through: Owning stock or holding debt or other proprietary interests in any third party dealing with the District. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the District. Receiving remuneration for services with respect to individual transactions involving the District. Using time, personnel, equipment, supplies, or goodwill for other than District/Program-approved activities, programs, and purposes. Receiving personal gifts or loans from third parties dealing or competing with the District. Receipt of any gift is disapproved except gifts of a value less than \$25, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

The areas of conflicting interest listed above, and the relations in those areas which may give rise to conflict, as listed above, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described above does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily averse to the interests of the District.

However, any of the interests described above shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures. Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed: The conflicting interest is fully disclosed; the person with the conflict of interest is excluded

from the discussion and approval of such transaction; competitive bid or comparable valuation exists; and the District has determined that the transaction is in the best interest of the organization. Disclosure in the organization should be made to the Superintendent or Federal Programs Director.

The Superintendent and/or School Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to District. The decision of the Superintendent and/or School Board on these matters will rest in their sole discretion, and their concern must be the welfare of the District and the advancement of its purpose.

No employee, officer, or agent may participate in the selection, award, or administrations of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

Employee's Name (Print)

Employee's Signature

Date