



Snohomish County Future Workforce Alliance

Board Policy

Policy

- Policy: Conflict of Interest
- Effective Date: May 12, 2020
- Policy Number: 130

Background

The Snohomish County Future Workforce Alliance Board (Board) has created this policy in order to ensure integrity of operations and compliance with the law. Conflict of interest policy is required to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of such funds.

Policy:

This policy applies to all Board members, employees, officers and agents when engaged in Future Workforce Alliance initiatives. Workforce Snohomish, as the fiscal agent, maintains a Conflict of Interest Policy that governs Workforce Snohomish Board members, employees, officers, agents and all sub-recipients providing services under Workforce Innovation and Opportunity Act funds.

Real Conflict of Interest: No member of the Board or other committee shall cast a vote on the provision of services by that member, by any member of her/his family, or by any organization with which that member is directly affiliated or about to be affiliated or vote on any matter which would provide direct or indirect financial benefit to that member, to any **member of her/his family**, or to any organization with which that member is affiliated or about to be affiliated. Affiliation refers to a direct tie to an organization as an owner or employee. No member of the Board or other committee shall lobby members of Future Workforce Alliance Board or any Board committee in private or in public on behalf of any action before the Future Workforce Alliance Board or committees that may benefit the member personally, **any member of her/his family**, or any organization with which that member is directly affiliated or is about to be affiliated.

Perceived Conflict of Interest and Appearance of Fairness: Members of the Board, committees, staff, and partner staff must act in accordance with standards of appearance of fairness in all matters. Past, present and future memberships on boards of directors, advisory

boards, professional and personal associations, and membership-like associations may cause perceived conflicts of interest and appearance of fairness. When associations raise conflict of interest or appearance of fairness as an issue, the member must disclose the association from which the potential problem arises prior to voting on a matter before the relevant body and abstain from voting if directed by the Chair of that body. Whenever a member of the Board, committees, staff or partner staff is in doubt about a possible problem with appearance of fairness, they will disclose the association from which the potential problem arises. Disclosure of association(s) does not prohibit the member from voting or participating in other Future Workforce Alliance business unless specifically prohibited by the Board, its Executive Committee or the Chair of the body in question.

Definitions

- **Documentation:** Minutes of meetings where a real conflict of interest or perceived conflict of interest is disclosed should reflect the resultant abstention of the appropriate member.
- **Gratuities:** Members of the Board, committees, officers and staff are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts or prospective contractors/bidders.
- **Third Party Reports:** The Board accepts third party reports of potential conflict of interest and appearance of fairness issues. The Board's goal is to resolve any such potential issues informally whenever possible.
- **Violations:** Any violations of this Code of Conduct will result in disciplinary actions, including removal as a member of the Board, committees, officers or staff.

Reference

- WorkSource System Policy 5405
<http://media.wpc.wa.gov/media/WPC/adm/policy/5405.pdf>
- Workforce Snohomish Policy 1030
<https://www.workforcesnohomish.org/googleapi/getpdf.aspx?id=1kvhqRDJQOaNiuDfRpEEPv39lgTNSFIId>

Supersedes

N/A

Attachments

N/A