



CONFLICT OF INTEREST – AMENDED: 12-14-17

CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to help directors, officers and members of the Dutchess County Workforce Investment Board (DCWIB) as well as its employees identify situations that present potential conflicts of interest and to provide the organization with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a board member has or may have a conflict of interest with respect to the transaction. DCWIB is committed to integrity and fairness in the conduct of all of its activities.

Local Workforce Development Board (LWDB) members of any committee formed under the organization’s By-Laws (hereinafter referred to as “volunteers”) are prohibited from engaging in any act which is, could be, or could appear to be in conflict with their volunteer positions.

Conflicting involvements include but are not limited to the following: Volunteers or their immediate family members:

- Serving as board members of applicant or contracted organizations,
- Being employed by or doing business with applicant or contracted organizations,
- Disclosing or using information relating to DCWIB business for the personal profit or advantage
- Giving preferential treatment to anyone,
- Compromising independence or impartiality,
- Adversely affecting the public’s confidence in DCWDB/DCWIB’s integrity, or
- Engaging in, directly or indirectly, a financial transaction influenced by information obtained through his or her position with DCWDB.

POLICY REVIEW

At the start of each fiscal year, or at the time when a volunteer first becomes affiliated with the organization, each volunteer shall be provided with a Conflict of Interest Questionnaire which shall be promptly completed and returned to the Executive Director of DCWIB. A signed Conflict of Interest Questionnaire must be returned even in the event a volunteer has no conflicts or potential conflicts to disclose. The Executive Director shall review such responses which shall also be available for review by the Chairman of DCWIB.

This policy shall be reviewed annually by each member of the Executive Committee. Any changes to the policy shall be agreed to by LWDB members.