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|  | **McDowell County Board of Education**  Carolyn H. Falin, Superintendent  900 Mt. View High School Road, Welch, WV 24801  Telephone (304) 436-8441  http://boe.mcdo.k12.wv.us | **BOARD OF EDUCATION**  John M. Callaway, President  Georgia West, Vice President  Larkin Rippeth, Member  Angela Robinette, Member  Mark Shelton, Member |

**McDowell County Schools Conflict-of-Interest Procedures**

The proper performance of school business is dependent upon the maintenance of high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District’s employees. Standards are essential to earn and keep the public's confidence in the District. The following guidelines are to assure that conflicts of interest do not occur. These guidelines apply to all District employees including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees. The District will ensure all purchases abide by the WV Purchasing and Procurement Policy and WV Government Ethics Act.

* No employee shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a question of conflict with his/her duties and responsibilities in the school system.
* No employee shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any relationship they may have with any student client, or such parents of such students or clients in the course of their employment or professional relationship with the Board.
* No employee, member of his/her immediate family, or business with which s/he is associated shall have or develop directly or indirectly, a pecuniary interest in the proceeds, profits, or benefits of any contract with the District, or in providing goods or services to the District for compensation, if s/he has a voice, influence, or control over the decision by the District to contract or acquire the goods or services. An employee who has an interest in the profits or benefits of a contract is prohibited from making, participating in making, or in any way attempting to use his/her employment to influence a District decision affecting his/her financial interest.
* No employee having any official action to perform in connection with bids, contracts, purchases, claims or other pecuniary transactions shall solicit, accept, or agree to accept any gift or gratuity from any person known by the employee to be interested in any such bid, contract, claim, purchase or transaction
* Every employee is prohibited from using his/her position of employment for his/her own private gain or that of another person.
* No employee may solicit any gift unless the solicitation is for a charitable purpose with no result of direct pecuniary benefit conferred upon the employee or his/her immediate family. Even then, an employee is prohibited from soliciting a charitable gift from any District school official or employee whose position is subordinate to the soliciting service employee.
* Employees cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. However, pursuant to Federal rules, the District has set standards for when an employee, officer or agent may accept the gift of an unsolicited item of nominal value. Nominal value" means that the gift has a monetary value of $25.00 or less.
* An employee may use frequent flyer bonus points earned while traveling on official District business only if his/her participation in the frequent flyer program results in no additional cost to the District.
* No employee may knowingly and improperly disclose any confidential information acquired in the course of his/her duties nor use such information to further his/her personal interests or the interests of another person.
* A full-time service employee is prohibited from personally participating in a decision, approval, disapproval, recommendation, rendering advice, investigation, inspection or other substantial exercise of administrative discretion involving a vendor with whom s/he is seeking employment or has an agreement concerning future employment.
* Employees must disclose any potential conflict of interest which may lead to a violation to the Superintendent. Upon discovery of any potential conflict of interest, the Superintendent will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity. The Superintendent may take appropriate disciplinary action if warranted regarding Employee Code of Conduct and Code of Ethics.