

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

See the following pages for forms to be used by employees for disclosing potential conflicts of interest:

- Exhibit A: Affidavit Disclosing Substantial Interest in a Business Entity or in Real Property, as defined in Local Government Code 171.002 — 2 pages
- Exhibit B: Affidavit Disclosing Interest in Property, under Government Code Chapter 553, Subchapter A — 1 page
- Exhibit C: Acknowledgement of Receipt of Standards of Conduct and Employee Code of Ethics — 1 page

ADDITIONAL DISCLOSURE: The conflicts disclosure statement required of the Superintendent and, as applicable, other District employees identified by Local Government Code 176.003 is available on the Texas Ethics Commission website at <http://www.ethics.state.tx.us>.



EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

EXHIBIT A

AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST  
IN A BUSINESS ENTITY OR IN REAL PROPERTY

STATE OF TEXAS  
COUNTY OF HARRIS

I, \_\_\_\_\_ (*name*), as an employee of Spring Branch Independent School District, make this affidavit and on my oath state the following:

1. I have a substantial interest in:

- a business entity, as those terms are defined in Local Government Code Sections 171.001–.002, that would experience a special economic effect distinguishable from its effect on the public by an action of the Board or the District. [See BBFA]

or

- real property for which it is reasonably foreseeable that an action of the Board or District will have a special economic effect on the value of the property distinguishable from its effect on the public.

2. The business entity or real property is

\_\_\_\_\_  
(*name/address of business or description of property*).

I \_\_\_\_\_ have a substantial interest in this business entity or real property as follows: (*check all that apply*)

- Ownership of ten percent or more of the voting stock or shares of the business entity.
- Ownership of ten percent or more of the fair market value of the business entity.
- Ownership of \$15,000 or more of the fair market value of the business entity.
- Funds received from the business entity exceed ten percent of my gross income for the previous year.
- Real property is involved and I have an equitable or legal ownership with a fair market value of at least \$2,500.

3. The statements in this affidavit are based on my personal knowledge and are true and correct.

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Signed \_\_\_\_\_ (date)

Signature of employee \_\_\_\_\_

Title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF HARRIS

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit should be filed with the Superintendent, Board President, or a designee before the Board takes action concerning the business entity or real property.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
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DBD  
(EXHIBIT)

EXHIBIT B

AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS  
COUNTY OF HARRIS

I, \_\_\_\_\_ (*name*), as Superintendent of Spring Branch Independent School District, make this affidavit and on my oath state the following:

1. I have a legal or equitable interest in property to be acquired with public funds, either by purchase or condemnation. The property is described as follows:  
\_\_\_\_\_.
2. The nature, type, and amount of interest, including percentage of ownership, I have in the property is:  
\_\_\_\_\_.
3. I acquired my interest in the property on \_\_\_\_\_ (*date*).
4. The information stated in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code.

Signed \_\_\_\_\_ (*date*)

Signature of Superintendent \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF HARRIS

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (*month*),  
\_\_\_\_\_ (*year*).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the Superintendent resides within ten days before the date on which the property is to be acquired by purchase or condemnation.



EXHIBIT C

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
STANDARDS OF CONDUCT AND EMPLOYEE CODE OF ETHICS  
ACKNOWLEDGEMENT

I acknowledge that I have received training on the District's Board policies DBD(LEGAL) and (LOCAL), Conflict of Interest; DH(LEGAL) and (LOCAL), Employee Standards of Conduct; and CAA(LOCAL), Financial Ethics. I understand the policies and affirm that I accept the responsibility to avoid any conflict of interest between my personal interests, or directly or indirectly through a member of my immediate family, and the interests of the District, in working with my supervisor(s), other employees, vendors, suppliers, contractors, and all other organizations or individuals doing or seeking to do business with the District. I will avoid any circumstance that could cast doubt on my ability to act with total objectivity with regard to the District's interests.

District policy DBD(LOCAL) requires that all situations involving potential conflicts of interest be disclosed to the Superintendent or designee who will take whatever action is necessary, if any, to ensure that the District's best interests are protected. This will permit consideration of special circumstances and help the employee and the District avoid criticism. Board policies are on the District's Web site: <http://www.springbranchisd.com>.

I also affirm that I have not had any monetary or material interest in organizations or individuals doing business with the District in the past year and shall not have such interest while an employee of the District. Any exceptions have been or shall be reported to the Superintendent or designee for appropriate action, if any, to resolve the conflict or avoid the potential conflict of interest.

I understand that violation of any District policies or guidelines may result in disciplinary action, up to and including termination of employment.

I do hereby affirm:

Name and position title \_\_\_\_\_

Location, campus/department \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This acknowledgement form will be kept by the building principal or department head.