

## PERSONNEL

### Conflicts of Interest

All School Division employees are required to comply with both the word and the intent of the Virginia State and Local Government Conflicts of Interests Act (COIA). School Board Policy 4-23 directs that the Superintendent or designee will provide guidance to make all employees regarding the COIA and will develop regulations or procedures regarding conduct that may violate the COIA. The Superintendent or designee will investigate reported or identified conflicts of interest and take appropriate action, up to and including terminating employment of an employee and reporting the matter for criminal or civil enforcement. The below listed activities provide a nonexclusive summary of unacceptable conduct, aware of the Virginia "State and Local Government Conflict of Interests Act" and demands compliance with both the word and intent of the law.

- A. Solicit or accept money or other thing of value for services performed within the scope of the employee's official duties;
- B. Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person;
- C. Offer or accept any money or other thing of value for or in consideration of the use of the employee's public position to obtain a contract for any person or business;
- D. Use confidential information acquired by reason of their public position for the employee's own economic benefit or that of another party;
- A.E. Accept a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor;:-
- F. Enter into a contract with the School Division or the School Board in violation of the COIA;:-
- G. Violate the Ethics in Public Procurement Act of the COIA when the employee has responsibility for a School Board or School Division procurement or contract matter.

This Regulation does not contain all of the conditions of the COIA and employees should consult the COIA or their supervisors for additional information

**Legal Reference:**

Virginia Code of Virginia § 2.2-31033100, et seq., as amended. State and Local Government Conflict of Interests Act. Prohibited conduct, as amended.

Code of Virginia § 2.2-3110, as amended. Additional provisions applicable to school boards and employees of school boards; exceptions.

Approved by Superintendent: January 18, 1994

Amended by Superintendent: March 8, 2006

Revised by Superintendent: 2021