

## Conflict of Interest

No employee in the Fargo Public Schools shall engage in or accept any outside influence that directly or indirectly conflicts with his/her duties and responsibilities. Conflict of interest may include the awarding of contracts or interactions that provide concerns for the employee or employer.

1. Each Fargo School District employee directly or indirectly involved in procurement activities for the district will exercise caution in professional and personal activities to prevent a conflict of interest, or the appearance of conflict, regarding any vendor or contractor.
2. An employee shall not participate directly or indirectly in a procurement when the employee or official knows that:
  - a. The employee or any member of the employee's immediate family, including a parent, spouse, child, sibling, grandparent, step- (parent, child, siblings), or in-laws (parent, child, and sibling), has a financial interest pertaining to the procurement;
  - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - c. Any other person, business, or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment involved in the procurement.
3. Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a disclosure statement potential conflict of interest to his/her immediate supervisor. The Fargo School Board or their designee, the FPS Superintendent, in consultation with legal counsel, shall make a written determination as to what further participation, if any the employee may have in the procurement.

Adopted 10/20/2010  
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