

**SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE
HEAD START PROGRAM
CONFLICTS OF INTEREST POLICY/PROCEDURE**

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POLICY:

It is the policy of the Sweetwater County School District Number One Head Start Program to prohibit its employees from engaging in any activity or practice in conflict with the interests of the program or its participants. Examples of conflicts of interest which should always be avoided are set forth below.

PROCEDURAL APPLICATION:

- (1) No employee shall accept full-time, part-time, or temporary employment in any organization which does business with the program or is a competitor of the program.
- (2) No program employee or a member of a program employee's immediate family may have a financial interest in a firm which does business with the program whether or not the interest is sufficient to affect the employee's decisions or actions.
- (3) No employee shall accept gifts from any person or firm doing or seeking to do business with the program under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of the program business with the donor. Such gifts should be returned with a note of explanation. However, employees are not prohibited from accepting advertising novelties such as pens, pencils, and calendars, or other gifts of nominal value when circumstances clearly show that the gifts are offered for reasons of personal esteem and affection.
- (4) It is difficult, if not impossible, to describe all of the situations which may arise involving conflicts of interest. When any employee has a question concerning a possible conflict of interest, it is expected that the employee will request advice from the immediate supervisor, director, or executive director of the program.

Relevant Policy File Reference: KH

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