

Policy: Conflict of Interest**Policy #: 6102.1****Date Adopted: 12/09/2019****Date Revised:****Policy**

Directors and administrative employees of Southern Cascades Community Services District, will, in performance of their duties, identify situations that present potential conflicts of interest. The definitions and procedures below are designed to help directors and administrative employees identify potential conflict of interest situations and act within board policy and procedures.

The following circumstances shall be deemed to create conflicts of interest
(responsible person is defined as the Director or administrative employee

- 1) A contract or transaction between SCCSD and the responsible person or family member;
- 2) A contract or transaction between SCCSD and an entity in which a responsible person or family member has a material financial interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative;
- 3) A responsible person competing with SCCSD in the rendering of services or in any other contract or transaction with a third party;
- 4) A responsible person's having a material financial interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of or consultant to an entity or individual that competes with SCCSD in the provision of services or in any other contract or transaction with a third party.
- 5) A responsible person accepting gifts, entertainment or other favors from an individual or entity that does or is seeking to do business, or is a competitor with SCCSD; has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from SCCSD; or is a charitable organization operating in California, under circumstances where it might be inferred that such action was intended to influence the responsible person in the performance of his/her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value, which are not related to any particular transaction or activity of SCCSD.

Procedure

Prior to an employee action involving a conflict of interest, the employee having a conflict of interest shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in writing and submit to District General Manager.