



210 Conflicts of Financial Interest

I. Purpose

Members of the School Board and employees of North Shore Community commits itself to ethical, businesslike and lawful conduct. The purpose of this policy is to establish guidance regarding conflict of financial interest for Members of the School Board and employees.

II. General Statement of Policy

A. In all business or financial transactions, members of the School Board and employees must avoid activities or relationships that conflict with NSCS's interests or adversely affect the school's reputation. No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Executive Director if you have any questions about conflicts of interest.

B. A conflict of financial interest can generally be described as a situation in which your loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of NSCS. The types of activities and relationships you must avoid include, but are not limited to:

1. Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefits in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision making or professional conduct;
2. Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
3. Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
4. Accepting a kickback, bribe, substantial gift, or special consideration as a result of any business dealings involving NSCS;
5. Giving preferential treatment to any person or company in which you, a relative, spouse, partner, child, or a friend has a significant ownership interest or relationship.

C. Members of the School Board and employees will participate annually in training regarding conflicts of interest and complete a Conflict of Interest Disclosure form. Members of the School Board and employees must disclose actual or potential conflicts or any relationship that may create the appearance of a conflict of financial interest to your supervisor, in writing, as soon as you become aware of them so that safeguards can be established to protect all parties. The Executive Director will investigate any conflicts of financial interest and determine if disciplinary action, including suspension or termination, is warranted.

D. Failure to make required disclosures or resolve conflicts of interest satisfactorily may result in discipline up to and including termination of employment, as determined by the Executive Director and School Board.

E. The Executive Director will disclose in writing any potential conflicts of interest to the Minnesota Department of Education (MDE). The disclosure form will be sent to the Chief Financial Officer at MDE.

F. The Executive Director and School Board Chair will disclose all violations of federal criminal law involving fraud, bribery, or gratuity violations to appropriate authorities and the Minnesota Department of Education (MDE)