

COLCHESTER SCHOOL DISTRICT**POLICY: PREVENTION OF CONFLICT OF INTEREST IN PROCUREMENT FOR FEDERAL DOLLARS****DATE ADOPTED:** December 19, 2017**PURPOSE**

It is the policy of the Colchester School Board that all purchasing and contracting comply with state and federal laws.

POLICY STATEMENT

No employee, officer, or agent of the Colchester School District may participate in the selection, award, or administration of a purchase or contract if that person has a real, perceived, or apparent conflict of interest. Any employee, officer or agent with a real, perceived or apparent conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The superintendent or their designee will develop written procedures to implement this policy.

A conflict of interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

An employee will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds a \$25.00 value.

In the event of a violation of this policy, the district may take disciplinary action against the employee, officer, or agent according to procedures in the district personnel manual and/or collective bargaining agreement.

Date Warned: December 1, 2017
First Reading: December 5, 2017
Second Reading: December 19, 2017