



Conflict of Interest Policy

The Pee Dee Workforce Development Board (PDWDB) recognizes its responsibility to ensure that its members conduct themselves in an unbiased manner and serve the goals established for the Pee Dee workforce system. It is the responsibility of the PDWDB to guard against conflicts of interest that might compromise its integrity and objectivity. Neither membership on the PDWDB nor receipt of Workforce Innovation and Opportunity Act (WIOA) funds to provide training and related services, by themselves, violates the conflict of interest provisions, provided a member does not vote on any matter relating to that interest.

This policy has been prepared to outline the Board's approach to identifying potential conflicts of interest and assisting its members in addressing conflict of interest issues before a member takes an official action that might result in a breach of trust. This policy of the PDWDB provides members a means to avoid a conflict between their financial or other personal interests and the goals and policies of the Board.

General Policy: Conflict of interest exists if a Board member's vote leads to any form of immediate direct financial or personal gain for that member or for his/her family, a business partner, or the entity he or she represents. A conflict of interest is material if an ordinary person would take it into account in making a decision. Only material conflicts of interest are within the scope of this policy.

Board members must ensure integrity by taking steps to avoid a conflict of interest, or even the appearance of a conflict of interest. Because the complexity and diversity of personal and business relationships are extensive, and the perception of a conflict of interest may vary from one individual to another, the most effective means to address a conflict of interest is to establish a system under which Board members disclose potential, material conflicts before taking official board action.

If a member has a conflict of interest, he/she may not vote on any matter relating to that interest or otherwise use their influence to benefit themselves, a family member, business partner, or an entity he/she or a family member represents. A WDB member may not vote to award an organization that will potentially employ any of the above as a result of its award, as to do so is considered a conflict of interest under the provisions of this policy.

Identification of a Conflict of Interest: The following is a partial list of activities or actions that create a material conflict of interest that should be managed appropriately:

1. Participation in the selection, award, or administration of a sub-grant or contract supported by WIOA funds if a real or apparent conflict of interest exists as defined in the general policy above.

2. Acceptance of gratuities, favors, or anything of monetary value from contractors, potential customers, or parties to sub-agreements. A conflict of interest does not exist where the financial interest is not substantial or the gift is an unsolicited item of nominal value.
3. Consulting activities on behalf of the PDWDB or Pee Dee Regional Council of Governments, the WIOA administrative entity
4. The purchase of goods or services from a business in which the Board member, or his/her family, has a financial interest, or as a result of such purchase, may directly benefit
5. Holding of an ownership interest by the Board member or the member's family in any real or personal property leased or purchased by the Board
6. Use of information received as a Board member for personal purposes.
7. Activities that are in violation of federal, state, or local law, including the offering or acceptance of a bribe or kickback, are strictly prohibited.

Disclosure of a Board member's conflict of interest must be presented, in writing, to the PDWDB or be recorded in the written minutes of a WDB meeting.

I hereby certify that I understand and agree to abide by the Pee Dee Workforce Development Board's conflict of interest policy. I also understand that the conflict of interest policy will become effective as of the date signed and will remain in effect until replaced by a subsequent, signed agreement or I cease to become a PDWDB member.

Signature of PDWDB Member

Date