



## CONFLICT OF INTEREST AND APPEARANCE OF FAIRNESS PROCEDURES

---

**Procedure Number:** 1030

**Effective Date:** May 1, 2017

---

### **Standard Operating Procedure for Reporting a Conflict of Interest**

- Each year, at the October board meeting, Workforce Snohomish staff will collect completed and signed Conflict of Interest Reports from each Board member (see attachment B). Copies will be sent to Board members not in attendance at the meetings to be signed and returned prior to the start of the new program year. Board members who do not complete the form will not be allowed to vote until a signed form is provided to Workforce Snohomish
- Workforce Snohomish staff will provide new Board or committee members a Conflict of Interest Report prior to participating in their first Board or meeting (see attachment B). New Board or committee members who do not complete the form will not be allowed to vote until a signed form is provided to Workforce Snohomish
- Workforce Snohomish staff will provide copies of the Disclosure for Procurement Action form (see attachment C) whenever board members, staff or partners are engaged in a procurement action. Those engaged in the procurement action must complete the form in order to rate requests for proposals.
- Each time the Workforce Snohomish Board or one of its committees takes up a procurement action, the Chair must provide the opportunity for members, staff, and partners to declare real or perceived conflicts of interest.
- Those with real or perceived conflicts of interest, must disclose these at the time of the meeting. Meeting notes must reflect this disclosure.
- Those who disclose real conflicts of interest related to Workforce Snohomish actions may not vote on those specific actions.
- Those with perceived conflicts of interest may be allowed to vote on Workforce Snohomish actions related to their perceived conflict, at the discretion of the Chair.
- Any concerns about the actions of a Workforce Snohomish Board, other committee, or staff member or Workforce Snohomish partner staff members should be expressed verbally or in writing to the President/CEO of Workforce Snohomish unless the concern is in regard to the President/CEO in which case it should be brought to the Executive Committee.

- The President/CEO or Executive Committee (whichever is appropriate) will interpret these guidelines to offer resolution.
- If no acceptable resolution is found the President/CEO or Executive Committee (whichever is appropriate) may convene an *ad hoc* committee to study and resolve the concern, or refer it to the Board of Directors for resolution.
- The President/CEO and Board of Directors shall take steps to achieve resolution which may include mediation, or other action as appropriate.
- Workforce Snohomish staff must review the organization's Personnel Policies for staff specific instructions related to conflict of interest.