

WEST PIEDMONT WORKFORCE INVESTMENT BOARD

Conflict of Interest Policy for Contractors and Sub-Contractors

Effective Date: October 2008

Revision Date:

Title: Conflict of Interest Policy for Contractors and Sub-Contractors

All Contractor(s) and/or sub-contractor(s), hereinafter referred to as “Contractor,” hereby agrees that in administering WPWIB grants (specifically WIA), along with all of its employees, will comply with the standards of conduct, hereinafter specified, for maintaining the integrity of WPWIB programming and avoiding any conflict of interest in its administration. This signature form shall be updated annually.

General Assurance: Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. This WPWIB-funded grant will be administered in an impartial manner, free from personal, financial or political gain. The Contractor and its staff, in administering this WPWIB-funded grant, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest and/or personal gain. Contractors will be particularly aware of the varying degrees of influence that may arise in administering the grant and will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted.

Conducting Business Involving Relatives: Immediate family¹ of the Contractor will not receive favorable treatment for enrollment into services provided by, or employment with the Contractor. The Contractor also will avoid entering into any agreements for services with immediate family. When it is in the public interest for the Contractor to conduct business (only for the purpose of services to be provided) with a relative, the Contractor will obtain approval from the WPWIB before entering into an agreement. All correspondence will be kept on file and available for monitoring and audit reviews.

Avoidance of Conflict of Economic Interest: An executive or employee of the Contractor will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Contractor. Supplies, materials, equipment or services purchased with WPWIB grant funds will be used solely for purposes allowed under the grant.

Consequences: Any contract, transaction or business conducted by the Contractor in violation of this policy or related applicable federal and/or state law and regulation is subject to rescission by the WPWIB in addition to any other fines or penalty that may be imposed or required by law. In the event a contract or transaction is rescinded or invalidated, compensation or payment due to WPWIB or the Contractor shall be determined in accordance with applicable law.

Print Name of Contractor

Date

Print Name and Title of Contractor or Sub-Contractor Representative

Signature

Reviewed by WPWIB staff

¹ For purposes of this policy, “immediate family” means (1) a spouse and (2) any other person residing in the same household who is a dependant, or as such definition may be amended from time to time by applicable federal and/or state law and regulation. “Dependant” means any person, whether or not related by blood or marriage, who receives from or provides to the executive or employee of the Contractor more than one-half of his/her financial support.”