



Workforce Development Board of Oswego County Conflict of Interest Policy

Effective: July 1, 2022

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Workforce Development Board of Oswego County (WDB) wishes its business to operate. The purpose of these guidelines is to provide general direction so that employees and board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of WDB business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if an employee or board member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has a significant ownership in a firm with which WDB does business, but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving WDB.

The materials, products, designs, plans, ideas, and data of WDB are the property of WDB, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee or board member has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge. Any board member who participates in such a practice shall be subject to disciplinary action, up to and including removal from the board.