

Policy Number: Section 1 Policy 1

Effective Date: 9-15-16

## Conflict of Interest and Nepotism Policy

**Purpose:** The Central Arkansas Workforce Development Board of Directors, to prevent the occurrence and/or appearance, however slight, of any real, perceived, or potential conflicts of interest and/or nepotism shall ensure transparency and fairness in both Board actions and the provision of WIOA services. To accomplish these purposes, the CAWDB establishes the following Conflict of Interest and Nepotism Policy.

**Policy:** The Central Arkansas Workforce Board shall comply with Arkansas Code Annotated §25-16-1001-1007 with respect to the provision of services through the Workforce Innovation and Opportunity Act, and the actions of the members and officers of the Central Arkansas Workforce Development Board. CAWDB members and officers shall abide by all provisions of the statutes referenced in this policy when acting within the scope of their responsibilities on behalf of the CAWDB.

Pursuant to ACA § 25-16-1001-1007, board members and officers who wish to enter contracts for the provision of services, must not participate in the selection of vendors and must make the interest in the proposed contract known in the official records of the CAWDB.

In addition, any CAWDB member or officer who participates in the expenditure of WIOA/WIA funds shall perform his/her duties in a manner consistent with their obligations to the CAWDB and in accordance with sound business practices. In complying with these requirements, members, officers, staff, or representatives/agents shall refrain from:

1. Solicitation or acceptance of gratuities, favors, or anything of monetary value, from contractors, potential contractors, or parties to sub-agreements.
2. Participation in awards or administration of contracts to firms in which the member or officer or his/her immediate family has a financial or other interest.
3. No board member or officer shall supply to the CAWDB any equipment, material, supplies, or services, unless pursuant to an award or contract after public competitive bidding.
4. Any member or officer who is a paid consultant or who has a relative who is a paid consultant (as defined by Arkansas Law) for any provider which currently transacts business with the CAWDB is prohibited from participating in a decision process which may lead to the award of a contract involving such firm.

Approved by: \_\_\_\_\_

*Michelle Allgood*

Date: 9-15-16

Title: CAWDB Chairperson