



## East San Gabriel Valley Regional Occupational Program and Technical Center

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### CONFLICT OF INTEREST POLICY

East San Gabriel Valley ROP/TC is engaged in a variety of activities that have the common goal of promoting the interests of our students and staff. The activities of the District are conducted in locations throughout the seven Districts in our JPA, as well as throughout the State, and are often performed in conjunction with programs and contractual arrangements that involve other parties and organizations. It must be understood that the District's reputation and relationships with outside organizations and individuals as well as its relationship with its employees, are of utmost importance. In addition, these relationships are often the product of long-standing relationships and/or substantial investments of the District's resources, energies, and efforts. The following limitations are in addition to those established under California conflict of interest statutes and law.

1. The ROP therefore has a substantial interest in all of its business ventures and activities, and must maintain policies that are designed to protect its financial interests, as well as the employees who depend upon the organization's ongoing success as a means of providing a basis for continued employment. Employees at all levels throughout the organization are therefore required to comply with this Conflict of Interest Policy. The Policy recognizes that the District has the right to insist upon the undivided loyalty of its employees throughout their employment. In keeping with this right, the ROP requires the following commitments from all employees, subject to the provisions of all applicable, Federal, State, and local laws.

2. Every employee of the ROP has a legal and ethical responsibility to promote the District's best interests. No employee may engage in any conduct or activities that are inconsistent with the District's best interests or that in any manner disrupts, undermines, or impairs the District's relationships with any student or prospective student, or any outside organization, person or entity with whom the District has, or proposes to have, an arrangement, agreement, or contractual relationship of any kind.

3. Employees must also agree that, both during and subsequent to their employment with the District, they may not engage or display behavior which may be construed as interfering with, disrupting, or impairing any relationship between the District and any other employee, consultant, representative, or any outside organization with whom the District has, or proposes to have, an arrangement.

4. The protection of confidential information is essential to the District, its students and staff, and the future security of its employees. To protect such information, employees may not disclose any confidential information. Employees, who are exposed to confidential, sensitive, or proprietary information about the District, its students, or its programs, will be required to sign a nondisclosure agreement, as a condition of employment. Employees, who improperly disclose any sensitive information or confidential information, are subject to disciplinary action, up to, and possibly including discharge, whether or not they are parties to such an agreement.

5. The District requires the complete commitment of all employees. During the employee's work hours, employees may not engage in any outside activity or accept work in any outside position that either interferes with their ability to devote their full and best efforts to the District's interests or raises an actual or potential conflict of interest or the possible appearance of a conflict of interest. An employee's after hours outside activities are discouraged, if and when they create a potential negative impact for the district, and are in direct conflict with the district's Code of Ethics and Conflict of Interest Policy.

6. The District wishes to promote positive relations between employees. However, in order to avoid issues regarding perceived favoritism and morale problems, it is important that supervisors avoid romantic and/or compromising relationships with employees that could reduce their objectivity, fairness, or effectiveness as supervisors. While we hope that employees will be professional and respectful towards one another at all times, romantic and/or compromising relationships between supervisors and subordinate employees away from work may interfere with their ability to perform their management and supervisory responsibilities effectively. They are therefore discouraged.

7. The District does not maintain a strict policy that prohibits employment of relatives in all circumstances. However, there are significant restrictions on the employment of relatives under some circumstances. For example, the ROP may refuse to place one relative under the direct supervision of the other relative for business reasons of supervision, safety, security or morale. For the same reasons, the ROP may refuse to place both relatives in the same department, division, or facility if the work involves potential conflicts of interest or hazards that are greater for relatives than for other individuals.

8. The District reserves the right to determine that other relationships that are not specifically covered by this policy represent actual or potential conflicts of interest. In any case, where the District determines in its sole discretion, that a relationship between an employee and a non-employee or an employee and an outside organization or individual presents an actual or potential conflict of interest, the District may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing work hours or responsibilities, or, where it deems such action appropriate, disciplinary action up to, and including, the possibility of immediate termination.

I have read the above Conflict of Interest Policy and agree to its terms and conditions.

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**Employee's Name**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

*This Conflict of Interest Policy was modeled after the Employee Handbook & Personnel Policies Manual*