BSCS Employee Conflict of Interest Policy

A conflict of interest is a situation in which a BSCS staff member finds him or herself in a scenario that has competing professional or personal interests or the person is operating in a manner that may cause damage to BSCS. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest may exist even if no unethical, illegal, or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the BSCS staff member or the confidence outside agencies have in BSCS. All employees must avoid potential conflict(s) of interest. If an employee finds himself or herself in a situation that could be interpreted as a conflict of interest the employee should immediately disclose the situation to a member of the SLT.

Although not an exhaustive list, some examples of potential conflicts of interest are:

1. Unauthorized disclosure and use of confidential or proprietary information, products, publications, or services.
2. Accepting an honorarium for work conducted during work time at BSCS and/or using BSCS resources (printer, paper, ink, other people).
3. Encouraging a BSCS business partner to hire you as a consultant for evaluation, curriculum development, or professional development services instead of working through BSCS.
4. Going to work for a business partner and taking work away from BSCS.
5. Hiring a relative as a contractor to do work for BSCS without full disclosure to the Director of Operations and/or the Executive Director/Acting Director.
6. Agreeing to provide services in curriculum development, professional development, or research and evaluation for individual gain that competes with BSCS programs.