

## 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.