

	<b>Policy No:</b> A-102
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	<b>New</b> <input type="checkbox"/> <b>Revised</b> <input checked="" type="checkbox"/>
<b>CODE OF CONDUCT</b>	

## PURPOSE

The Southwestern Oregon Workforce Investment Board (SOWIB) is committed to a high standard of conduct with respect to the management of its own affairs and to the services it provides. To assure that these principles are met, SOWIB has adopted the following provisions for its Board members and employees. This policy is intended to be construed broadly. In the event of a question or doubt about the applicability of this policy, it should be assumed to apply.

For purposes of this policy, "family" and "relative" shall mean spouses, parents, step-parents, children, step-children, grandchildren, siblings, cousins, siblings of parents, or persons with similar relationships to spouses.

1. The SOWIB affiliation shall not be used for partisan politics.
2. No representation of a position by SOWIB shall be made by any person except as approved by the Board.
3. No SOWIB information that is available solely as a result of affiliation with SOWIB or that is confidential shall be released to any person not authorized to receive such information or to any person who may use such information to the disadvantage of SOWIB.
4. No relative of any SOWIB Board member or employee shall be directly supervised or in direct supervision line of any family member.
5. All SOWIB Board members and employees are subject to the SOWIB Conflicts of Interest policy, including, among other provisions:
  - a. Restrictions from seeking, obtaining or negotiating any contract or other financial agreement between the SOWIB and any entity in which that Board member, employee, or their family, has a financial interest;
  - b. Declaring any conflict of interest that may potentially arise from submission of a proposal or acceptance of a contract by an entity in which the SOWIB Board

member, employee or their family has a financial interest and abstaining from voting on and improper participation in matters affecting that interest; and

- c. Declaring any potential conflict of interest that may result indirectly from participation on a board of directors of another private non-profit organization that submits a proposal or accepts a contract with the SOWIB and abstaining from voting and from improper participation on matters affecting that interest.
6. SOWIB Board members and employees are prohibited from accepting gifts, money, and gratuities from persons receiving benefits or services under the SOWIB programs or from persons performing services under contract or otherwise in a position to benefit from employee's actions.
  7. No SOWIB member may use the resources or assets of the SOWIB for purposes that are deemed personal.

The Executive Director shall assure that each SOWIB Board member and employee shall be provided a copy of this policy during orientation and shall sign a statement indicating their receipt of this policy, which shall be filed in the SOWIB Board member's or employee's file.

**Modifications Approved August 15, 2019**