

CONFLICT OF INTEREST

612.01 Participation

No person shall participate in the consideration of any application for employment, which involves the possible selection of anyone who is a member of the immediate family of such person.

612.02 Immediate Family

The immediate family is considered to be the following: husband, wife, son, daughter, brother, sister, grandparents, father, and mother.

612.04 Supervision

No employee shall be supervised by a member of his/her immediate family. An alternate supervisor will be designated by the Executive Director, or the Board of Directors, where appropriate.

612.05 Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the School shall make known this interest in the official records of the School, and shall refrain from participating in any manner as an employee in such a decision.

Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

612.06 Vendor Relations

No employee of the School will accept gifts from any person, group, or entity doing, or desiring to do, business with the School as described in Purchasing Ethics Policy.

612.07 School Purchases from Employees

The School must comply with competitive purchasing rules for any acquisition of goods or services from School employees regardless of the dollar amount. The School may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. 38-503; A.G.O. 106-002]. The requirement applies to

any purchase using School monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the School such as student activities monies, when a School employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.