

CONFLICT OF INTEREST POLICY LITTLE ROCK WORKFORCE DEVELOPMENT BOARD

In compliance with the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, and the Arkansas Workforce Innovation and Opportunity Act, Arkansas Annotated Code 15-4-3704 local Board members and local committee members must adhere to the following rules regarding conflict of interest:

- **No board member may participate in a matter under consideration by the board regarding the provision of services by the board member or the entity the board member represents.**
- **No board member may participate in any matter in which the board member, a qualifying relative or a business associated with the board member or qualifying relative, has a direct financial interest.**
- **A member's employer may not participate in any way in a future bid on procurement where the member helped to draft specifications. In order to avoid potential conflicts as circumstance change, members whose employers may wish to participate in a future procurement will refrain from involvement in specification development.**
- **No board member may intentionally use the prestige of his or her public position for that board member's private gain or that of another.**
- **Except in the discharge of an official duty, no board member may disclose or use confidential information acquired by reason of the board member's public position and not available to the public for personal economic benefit or for the economic benefit of another.**
- **Board members may not use their status on the board in marketing their private businesses.**
- **Any board member, with a potential, actual or appearance of a conflict of interest, must disclose that fact, in writing to the board chairman as soon as the potential conflict is discovered and, to the extent possible, before the agenda for a meeting involving the matter at issue is prepared. If it should be determined during a meeting that a conflict of interest exists, the board member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such board member must excuse him/herself from the remainder of the discussion and the voting.**
- **No board member may solicit or accept any gratuity, gift or item of monetary value from suppliers, contractors or subcontractors of the board. Unsolicited gifts of nominal value (under \$25) are permissible.**
- **The board shall adopt procedures that serve to minimize the appearance of conflicts. Local board members, who represent One Stop partners and who serve on committees that oversee the One Stop system or the allocation of resources are prohibited from discussing or voting on any matter that would have any impact (positive or negative) on the programs they represent.**
- **The board shall adopt appropriate penalties, sanctions or other disciplinary actions, including termination, on a case by case basis, for board members who violate any portion of this policy.**
- **Board and Committee members are required to complete LRWDB's Conflict of Interest Policy Statement on an annual basis.**

DEFINITIONS

“Direct Financial Interest” means ownership of an interest as the result of which the owner has received within the past 3 years, is currently receiving, or in the future is entitled to receive, more than \$1,000 per year; or ownership of more than 3% of a business entity; or ownership of securities of any kind that represent, or are convertible into, ownership of more than 3% of a business entity.

“Qualifying relative” is defined as the board member’s spouse, children of that board member or his or her spouse, or brothers, sisters, or parents of the board member or his or her spouse.

Below is a list of all organizations to which I am affiliated:

Organization	Address	Affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACCEPTANCE STATEMENT

I have read accept and agree to adhere to the terms of this Conflict of Interest Policy Statement as detailed above.

Printed Name

Signature

Date