

DRAFT – All New Policy
RISE Charter School ~ Policy 5102
Conflict of Interest

Employees serve a public interest role and have a clear obligation to conduct all affairs of the School in a manner consistent with that role. All work-affiliated employee decisions are to be made solely on the basis of a desire to promote the best interests of the School.

Procedure

School policy requires that in the event the employee must consider any transaction for the School that also involves said employee, and/or a member of his or her immediate family or close relative, or an organization with which said employee is affiliated, at the first knowledge of such transaction, must disclose such real or potential conflict. Employees must disclose such to the School administration, including the Executive Director, and possibly the Board, in a documented manner (email, letter, meeting minutes). Such disclosure is required of employees concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the School.

Definitions

1. “*Immediate family*” and “*close relative*” include, but are not limited to, the following: spouse, parent, stepparent, guardian, brother, sister, mother-in-law, father-in-law, child, stepchild, grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin, or grandchild.
2. For this procedure, “*affiliation*” is understood to exist if the employee or a member of their family is:
 - a. An officer, director, trustee, partner, employee, or agent of such organization; or
 - b. Has any other direct or indirect dealings with such organization from which he or she knowingly benefited (e.g. through receipt directly or indirectly of cash or other property).
 - c. Employees who have a real or potential conflict of interest in any matter regarding the School will comply with all applicable statutes and rules governing conflicts of interest.

By signing below, I acknowledge that I have read and understand Policy 5102. As an employee of RISE Charter School, I will abide by this policy and recognize that the consequences for not doing so may result in disciplinary action including, and up to termination.

Personnel Signature: _____

Date: _____