



## Conflict of Interest Policy

### Definitions

**“Immediate Family”** is defined herein as a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or any person to which an employee has made his/her home

**“Associated”** as used below in connection with a business means a Inquiry Charter School employee or a member of the employee’s immediate family who is an officer, director, owner, or employee of or has a material financial interest in the business

**“Conflict”** or **“Conflict of Interest”** shall mean use by a Inquiry Charter School employee of the authority of his/her employment, or any confidential information received through his/her employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which he/she or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation, or other group which includes the employee, a member of his/her immediate family or a business with which he/she or a member of his/her immediate family is associated.

**“Material Financial Interest”** shall mean any financial interest in a legal entity engaged in business for profit which compromises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

**“Confidential Information”** means information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

### Guidelines

All Inquiry Charter School employees shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein

Designated Inquiry Charter School employees shall file a statement of financial interest as required by law and regulations.

No Inquiry Charter School employee shall engage in conduct that constitutes real or apparent conflict of interest.

## **Standards of Conduct**

In accordance with 2 C.F.R §200.18(c)(1), Inquiry Charter School maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

No employee or Board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Inquiry Charter School may not enter into a contract valued at \$500 or more with the following individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent disclosure of all proposals considered and contracts awarded. In such a case, the Inquiry Charter School employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- A Inquiry Charter School employee
- A member of the Inquiry Charter School employee's immediate family
- Any business in which the Inquiry Charter School employee or a member of the Inquiry Charter School employee's immediate family is associated; or
- Any business in which a Inquiry Charter School employee, a member of his/her immediate family, or business in which any such individual is associated is a subcontractor

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

- Public notice of intent to contract for goods or services;
- A reasonable amount of time for potential contractors to consider whether to offer quotes; and
- Post-award public disclosure of who made bids or quotes and who was chosen

Inquiry Charter School employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value, and otherwise in accordance with Board policy.

## **Improper Influence**

No Inquiry Charter School employee may solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding that the action or judgment of Inquiry Charter School would be influenced thereby.

### **Reporting**

Any perceived conflict of interest that is detected or suspected as contemplated herein shall be reported to the CEO. If the CEO is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest

### **Investigation**

Investigations based on reports of perceived violations of this Policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this Policy has occurred, the violation shall be reported to the extent required by law.

### **Disciplinary/Corrective Action**

If an investigation results in a finding that the complaint is factual and constitutes a violation of this Policy, Inquiry Charter School shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur

Violations of this Policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary and other corrective action shall be consistent with Board Policies, Administrative Regulations, and state and federal laws.

This Policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including, but not limited to, relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.