

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVENUE  
WATERVILLE, ME 04901**

**PURCHASING AND CONTRACTING: PROCUREMENT STAFF CODE OF CONDUCT**

**CONFLICT OF INTEREST**

All employees of Winslow Public Schools shall perform their duties in a manner-free from conflict of interest to assure proper performance of school business as well as to earn and keep public confidence. No employee of Winslow Public Schools a real or apparent conflict of interest in a proposed transaction shall participate in the selection, award, or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as:

1. The employee
2. A member of the employee's immediate family
3. His/her partner
4. An organization that employees, or is about to employ a person described above

**CONFLICT OF INTEREST DISCLOSURE**

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent of Schools who will investigate the circumstances of the proposed transaction. The Superintendent will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the Superintendent determines that the proposed transaction is in the best interest of Winslow Public Schools and is fair and reasonable, he/she may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an adjunct committee of the School Board will investigate and make a determination regarding the transaction.

**VIOLATIONS**

Employees of Winslow Public Schools who violate this code of conduct may be subject to discipline, up to and including termination of employment and, if appropriate, referral to law enforcement.

**ADOPTED:** October 22, 2012

**SOURCE:** Board Policy