

## Attachment 1: Conflict of Interest Code Form

### CONFLICT OF INTEREST CODE - LOCAL WORKFORCE DEVELOPMENT BOARDS

I, \_\_\_\_\_, \_\_\_\_\_ workforce  
Print Member Name                      Print Workforce Development Board Name

development board member, agree to the terms and conditions contained herein.

Local workforce development board members and staff are to provide responsible stewardship for and oversight of publicly funded workforce programs. The roles and responsibilities of the local board must be executed in a manner that demonstrates strong integrity, accountability and transparency in order to preserve the public trust. All voting and non-voting local board members and board staff are subject to the provisions of state and local conflict of interest policies.

#### REQUIRED ACTIVITIES

Local workforce development board members must:

- Recuse themselves from their official duties if there is a real or perceived conflict of interest;
- Advise the board of any potential or perceived conflicts of interest by disclosing those employers, organizations and/or entities that the member or immediate family may be associated with in an attachment to this executed form; and
- Ask the local board for guidance if there is any doubt as to whether a specific situation involves or constitutes a real or perceived conflict of interest.

Conflict of Interest includes, but is not limited to:

- A direct or indirect financial interest in the award of the contract to any entity;
- The member or immediate family member is currently employed by, or is a consultant to or under contract to the entity seeking the award;
- The member is negotiating or has an arrangement regarding future employment or contracting with any entity seeking the award; and
- The member has an ownership interest in, or is an officer or director of, any entity seeking the award.

#### RESTRICTED ACTIVITIES

Local workforce development board members must not:

- Cast a vote on or participate in any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents);
- Cast a vote on or participate in any matter that would provide any direct benefit to such member or the immediate family of such member;
- Engage directly or indirectly in any business transaction or private arrangement for profit (including any third-party transactions) that develops from or is based upon the member's official title or authority on the board;
- Participate in the negotiation of or decision to award contracts or grants, the certification of any eligible providers, or the selection of any one-stop (PA CareerLink<sup>®</sup>) operator with or for any entity in which the member has a financial or personal interest;

- Use board equipment, supplies or properties for the member’s own private gain or for any reason other than official designated purposes; or
- Represent or act as an agent for any private interest, either for compensation or not, in any transaction:
  - In which the board has a direct and substantial interest; or
  - Which could be reasonably expected to result in a conflict between a private interest of the board member and his/her/their official board responsibility

Local workforce development board members (or specific entities represented by members) who participate in the development of contract specifications or standards are prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the board member who participated in this manner.

Note: The local workforce development board shall adopt in its bylaws a conflict of interest policy meeting the minimum standards set forth in the state’s conflict of interest document.

I, \_\_\_\_\_, have the following conflict of interest to report:

Self/Family Member Name	Relationship	Organization/company	Position(s) Held

\*Please add separate sheet for additional declarations

**VIOLATIONS OF THE CONFLICT OF INTEREST CODE**

- If, after an investigation, the board believes that this code has been violated, it may recommend to the Governor or the Chief Elected Official(s) of the local workforce development area that the individual who has violated the code be removed from board membership.
- If, during oversight by L&I, a suspected violation of this code has been violated, a recommendation will be made to the LWDB to conduct an investigation. A report of the results of that investigation and any corrective action must be provided to L&I within 10 days.
- The Governor, or the Chief Elected Official(s) of the local workforce development area, has the authority to remove a member of the board for a violation of this code, even if the board has not made such a recommendation.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**LWDB must maintain an updated copy of each board member’s conflict of interest form for monitoring purposes.**