

SCD Supervisor Ethics Guidance

- 1) A supervisor shall act ethically and honestly in discharging a supervisor's responsibilities and avoid using his or her office for personal gain.
 - A) A supervisor shall not use his/her position to gain priority or additional benefits which are not available to others or in connection with private business ventures.
 - B) A supervisor will not use information obtained in the course of a supervisor's official duties for personal gain.
 - C) A supervisor shall not solicit a personal gift or accept a personal gift from a person or businesses that are under the jurisdiction of the district, that are negotiating or doing business with the district. This prohibition does not apply to meals, beverages, gifts less than \$50, or gifts solicited in behalf of the SCD or an activity sponsored by the SCD.
- 2) A supervisor shall ensure the highest standards of conduct and competence for all who administer or deliver service in district programs.
- 3) A supervisor shall avoid any conflict of interest and disclose promptly to the Board of Supervisors any financial or other matter that appears as a conflict of interest.
 - A) Disqualification
 - i) A supervisor shall not participate in matters, the outcome of which would have a direct economic impact on the supervisor, his or her spouse, siblings, parents, or children.
 - ii) A supervisor shall not participate in matters concerning any business entity in which the supervisor is an officer, director, trustee, partner, employee, or a party to an existing contract.
 - iii) An exemption may be made if there is not a quorum, there is no other official who may act, or if the nature of the conflict is disclosed to the board, and is minor.
 - B) Prohibited Employment, Financial Interest
 - i) A supervisor shall not have outside employment or any financial interest that would impair the impartiality or independent judgment of the supervisor.
 - ii) A supervisor shall not have financial interest that may cause them to be perceived as benefitting in a manner distinguishable from the public generally because of the performance or non-performance of the supervisor's official duty.
 - iii) Exceptions include when the outside employment or interest would not affect the supervisor's official duties and is necessary in order to obtain uniquely qualified supervisors.
 - iv) This prohibition does not apply to employment held at the time of appointment that is disclosed to the board.