



NBRC Policy

Conflict-of-Interest Policy

Intent

It is essential that all employees of North Bay Developmental Disabilities Services, Inc., aka North Bay Regional Center (NBRC) comply with conflict-of-interest standards, which are imposed by law, and that employees avoid even the appearance of a conflict of interest. A “conflict-of-interest” is defined by Division 2, Chapter 3, Subchapter 3, Article 1 of Title 17 of the Code of California Regulations and is explained in greater detail below.

All NBRC employees must complete a Conflict-of-Interest Disclosure Form upon hire, annually, and upon any change in employment status, i.e. promotion, transfer, etc., to bring to the attention of their Director any real, perceived, or potential conflict-of-interest. The Director will bring the real, perceived, or potential conflict-of-interest to the Director of Administrative Services for review, and action will be taken to mitigate the conflict, as appropriate.

All candidates for nomination, election, or appointment to NBRC’s Board of Directors, as well as applicants for the position of NBRC’s Executive Director, must disclose any real, perceived, or potential conflict-of-interest prior to being appointed, elected, or confirmed for hire by NBRC or the NBRC Board of Directors.

Employment of Relatives/Immediate Family Members

For purposes of this policy, “immediate family member” and “relatives” both are defined as the individual’s spouse, domestic partner, parents, stepparents, grandparents, siblings, step-siblings, children, stepchildren, grandchildren, parent-in-law, siblings-in-law, sons-in-law, and daughters-in-law. This definition should also be considered to include such associates by blood, marriage, adoption, and *in loco parentis*.

For purposes of this policy, “regional center senior staff” are defined as the Executive Director, Associate/Deputy Executive Director (or comparable position), members of NBRC’s Executive Team, and the highest-ranking employee in each of the following disciplines: Case Management, Client Services, Clinical Services, Community Services, Finance, and Human Resources.

No person can be employed by NBRC if an immediate family member is also employed by NBRC and the two family members either report to the same supervisor or are in a direct supervisory relationship with each other. This rule applies to any other arrangement which may create a similar real, perceived, or potential conflict of interest.

No person can be employed by NBRC when they, or an immediate family member, are a governing board member of North Bay Developmental Disabilities Services, Inc., or an employee of the Department of Developmental Services.

Regional center senior staff are prohibited from hiring relatives at the regional center or any ancillary foundation or organization.

Prior Service on NBRC Board of Directors

A period of at least 60 calendar days must pass following termination of membership on the NBRC Board of Directors before an individual may be employed by NBRC.

Other Employment

If an individual is employed by NBRC, they cannot be otherwise employed, or self-employed, in activities which relate primarily to the developmentally disabled, utilize the reputation of NBRC, involve clients of NBRC, or relate to vendors of service to NBRC. The NBRC Executive Team must approve of any outside employment of any NBRC employees which has the potential to interfere with their duties as an NBRC employee, to avoid any real, perceived, or potential conflict-of-interest.

Vendors

An individual cannot be employed by NBRC and work for an NBRC vendor.

NBRC employees must disclose if they have an immediate family member who is employed by an NBRC vendor (or any organization either doing, or actively planning to do, business with NBRC) and a mitigation plan must be submitted for review by the Executive Team (review by the Department of Developmental Services may also be required).

Honoraria

Honoraria cannot be accepted for consultation, speeches, educational, and other activities performed during work hours.

Clients/Individuals Served

No clients/individuals served by NBRC will be assigned to work with an employee who is a relative/immediate family member of the client/individual served. For instance, a client/individual served will not be assigned to work with a relative/immediate family member who is their NBRC Service Coordinator.

Gifts

Employees are not to accept any gift of value from any person doing business with NBRC. The maximum value of any gift or favor is fifteen dollars (\$15.00).

If presented with any gift or favor, NBRC employees should politely decline the gift or favor received from any person or entity.

Normal inexpensive advertising gifts which are valued under fifteen dollars (\$15.00) such as pens, pencils, paperweights, calendars, general desk items, etc., bearing the name of the firm, or edible items such as small baskets of fruit or boxes of cheese, are not considered "gifts of value".

Political Activity

NBRC employees and board members cannot engage in partisan political activities while on agency time or where actually, or apparently, acting in the capacity of an employee or representative of NBRC. Engagement in partisan activities can cause NBRC to risk losing its tax-exempt status and the ability to receive tax-deductible donations. Specifically, NBRC employees and board members are prohibited from directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. This includes any verbal or written statements made on behalf of the organization that favors or opposes a candidate, and the use of agency resources for such partisan purposes.

Personnel/Disciplinary Action

Any employees who violate the provisions of NBRC's Conflict of Interest policy will be subject to disciplinary action up to, and including, discharge from employment with NBRC.