

CONFLICT OF INTEREST

Intent

It is essential that you comply with the conflict of interest standards, which are imposed by law, and that you avoid even the appearance of a conflict of interest. North Bay Regional Center is defined by law as a public agency and is funded with state and federal tax monies. A conflict of interest is defined by Division 2, Chapter 3, Subchapter 3, Article I of Title 17 of the Code of California Regulations and is explained in greater detail below.

You must bring to the attention of the Management Committee any actual or potential conflict of interest of which you are aware. The Committee will review any potential conflict of interest, and inform you, in writing, of its decision.

Employment of Relatives

No person can be employed by the North Bay Regional Center if an immediate family member is in the employ of the North Bay Regional Center and the two family members would either report to the same supervisor or be in a direct supervisory relationship to each other. This rule includes spouses where such an assignment presents a cognizable conflict of interest or other similar hazard.

No person can be in the employ of the North Bay Regional Center when this person, or an immediate family member thereof, is an employee or governing board member of the Board of Directors of the North Bay Developmental Disabilities Services, Inc., Area IV Developmental Disabilities Planning Board, Department of Developmental Services, Napa or Sonoma State Hospital Developmental Disabilities Advisory Boards or any organization either doing or actively planning to do business with the North Bay Regional Center. (See VENDORS for exceptions.)

A period of at least one month must have passed since termination of membership on the Board of Directors of the North Bay Developmental Disabilities Services, Inc., or Area IV Board before a person may be employed by North Bay Regional Center.

You may participate on professional advisory committees to the foregoing governing boards. However, your name must not be used in any advertising or promotional material.

Other Employment

If you are a regular full-time employee of the North Bay Regional Center, you cannot be otherwise employed or self-employed in activities which relate primarily to the developmentally disabled, utilize the reputation of the North Bay Regional Center, involve clients of the North Bay Regional Center, or relate to vendors of service to the North Bay Regional Center. This restriction applies only to the North Bay Regional Center's three-county area.

If you are a part-time employee of North Bay Regional Center, you may be employed in activities related primarily to developmentally disabled people, if such activities are separate from your responsibilities at North Bay Regional Center. For instance, a Client Program Coordinator could not work at another job where he or she would be dealing directly with consumers with whom he or she is familiar or whom he or she knows. A Psychologist could not provide outside psychological services to clients seen through his or her North Bay Regional Center employment or referred by North Bay Regional Center staff. The Executive Committee must approve of any outside employment of part-time staff in areas related to North Bay Regional Center's services.

Vendors

The North Bay Regional Center will not do business with a vendor who is a Regional Center employee or immediate family member of an employee or a vendor who employs a Regional Center employee or an immediate family member of an employee. Under exceptional circumstances, the Executive Committee may approve doing business with a vendor who employs an employee's immediate family member. The Department of Developmental Services would also have to approve such an arrangement.

Honoraria

You may accept an honorarium for workshops, speeches, and the like where preparation for the activity was undertaken during your private, non-work time.

Honoraria cannot be accepted for consultation, speeches, educational and other activities performed during work hours. However, if extensive private non-work time is spent in preparing the material presentation, then an honorarium or compensating time off which justly compensates for this private time can be accepted. In order to ensure that you are openly accountable for time and salary without any potential conflict of interest situations, a brief justification should be written for any honorarium that is accepted pursuant to this provision. This justification will be maintained in your personnel file.

Clients

No client of the North Bay Regional Center shall be assigned to a counselor who is an immediate family member of this client.

Gifts

You shall not accept any gift of value from any person doing business with the North Bay Regional Center.

You should courteously decline or return any gifts or favors received from any person or entity if it is of a kind that might be expected to influence your conduct.

Normal inexpensive advertising gifts, such as pens, pencils, paper weights, calendars, telephone directory covers, etc., bearing the name of the firm, or such other things as small baskets of fruit, boxes of cheese, or similar articles of minimal value distributed on a volume basis are not considered "gifts of value."

The buying of an occasional or infrequent lunch or dinner for you is not out of order and is not unusual in normal private business practice. The frequent payment for your meals should be avoided.

Political Activity

The Articles of Incorporation of North Bay Developmental Disabilities Services, Inc. state that the corporation shall not, as any substantial part of its activities, attempt to influence legislation and that the corporation shall not participate in any political campaign on behalf of any candidate for public office.

Therefore, you cannot engage in partisan political activity or attempt to influence legislation while on work time or where actually or apparently acting in the capacity of an employee or representative of North Bay Regional Center.

Personnel Action

Any violation of the provisions of this Conflict of Interest policy will subject you to disciplinary action up to and including dismissal from employment with the North Bay Regional Center.