



## Administrative Guidelines

**Department:** Human Resources

**Policy:** GAGA

**Topic:** Staff Ethics & Conflict of Interest

**Revised:** August 2019

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### **PROCEDURE**

#### **MANDATORY DISCLOSURE PROCEDURE:**

- All employees who have the ability to make purchase decisions in the amount of \$1,000 and above shall disclose, in writing, any known relationship they, or any member of their immediate family (defined as spouse, domestic partner, children), have or have had in the twelve (12) months preceding the disclosure, with any current or prospective vendor/consultant to the District. Such relationship shall be defined as:

*“Any association or affiliation, contractual or otherwise, which might result in any monetary gain, direct or indirect, to the prospective vendor or consultant, in the aggregate annual amount of \$9,000 and above.”*

- The disclosure shall be presented in writing to the Office of the Superintendent on or before June 30 of each year on the District form, “Disclosure of Relationship with Vendors/Consultants”. Once the disclosure is received, the Superintendent shall ensure that such information is distributed to appropriate administrative personnel.

#### **BUSINESS TRANSACTIONS:**

- District staff will recuse themselves from involvement in business transactions where they have a relationship as defined above with a potential vendor/consultant. If an affected party wishes to have this rule waived, they may forward such request to the Superintendent’s Office for review by a committee comprised of the Board Attorney and the Superintendent or his/her designee.

### **SUPPORTING DOCUMENTS**

O.C.G.A. 16-10-0001

O.C.G.A. 20-2-984.1

Disclosure of Relationship with Vendors/Consultants