

**Utah Career Path High
Policy: Conflict of Interest Policy
Adopted: April 30, 2013**



Career Path High

Purpose

Utah Career Path High (the “School”) understands the importance of fairness and openness in the School’s business and employment transactions. The purpose of this policy is to protect the School and ensure fair and open dealings in connection with any transaction or arrangement that could benefit the private interest of an officer or director of the School and when a family member of a Board member is considered for employment at the School.

Policy

Board Member Conflict of Interest

Board Member Compensation

A Board member shall not furnish to the School directly and for compensation any labor, equipment, or supplies. Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A Board member shall not have any direct or indirect financial interest in a contract or other arrangement with the School. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (i) an ownership or investment interest in any entity with which the School has a transaction or arrangement; (ii) a compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement, or; (iii) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

Duty to Disclose and Determination

In connection with any actual or potential conflict of interest, an interested person must disclose to the Board of Directors the existence of a compensation arrangement or financial interest in any contract or other arrangement with the School. An “interested person” is any director who has a direct or indirect financial interest in a contract or other arrangement with the School.

After disclosure of the financial interest to the Board of Directors and discussion of all material facts, the interested person shall leave the meeting while the Board of Directors discusses the situation and determines whether a conflict of interest exists. The interested person must abstain from voting on the issue.

The meeting minutes shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or potential conflict of interest, the nature of the financial interest, the names of all directors

present at the meeting, and a record of any action taken by the Board.

Employment of Relatives

For purposes of this policy, "Family Member" means immediate family and close relatives including father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, step-family members, adoptive relatives, or anyone residing on a permanent basis in the employee's home.

The School's employment decisions will be based solely on merit and job availability.

A Board member or spouse, parent or child of a Board member may not be an employee of the School. If any other relative of a Board member is considered for employment in the School, the Board member must (a) disclose the relationship in writing to the other Board members and the Director, (b) submit the employment decision for the approval, by majority vote, of the Board, (c) abstain from voting on the issue, and (d) be absent from any meeting when the employment of the relative is being considered or determined. Volunteer activities of a member of the Board or Board member's spouse are not prohibited.

Family members of applicants will be excluded from any hiring committees and decision making pertaining to the hiring, salary, bonuses, discipline or termination of family members. Board members who are family members of an employee will abstain from any votes related to the salary, job performance evaluation, bonuses, discipline or termination of their family member.

No employee with supervisory responsibility may hire or recommend for hire a family member.

No employee will directly supervise or evaluate a family member.

Family members may not be employed under the same immediate supervisor.

When other qualified candidates have not applied, task assignments of short duration (generally less than sixty (60) working days) may be exempt from these guidelines.

Signature:

Robyn Bagley, Board President Date