

B-050
BOARD MEMBER ETHICS

Board members will strive to improve Mohave, and to that end will:

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that decisions should be made only after discussion at publicly held Board meetings;
- Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the organization to the Executive Director;
- Communicate to other Board members and the Executive Director expressions of public reaction to Board policies and Mohave programs;
- Be informed about current issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national associations;
- Support the employment of persons best qualified to serve as staff members, and insist on a regular and impartial evaluation of all personnel;
- Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that a Board member's first and greatest concern must be the welfare of Mohave and its members.

Adopted 12/18/04

Revised 9/28/17

D-060
PURCHASING ETHICS POLICY

No member of the Board of Trustees, employee of Mohave, or relative thereof, shall solicit, accept, receive, or agree to accept, either directly or indirectly, from any person, firm, or corporation to whom any purchase order or contract may possibly be awarded, a personal gift or benefit, or any promise, obligation, or contract for future personal gift or benefit.

No employee may purchase goods or services for personal use in the name of Mohave.

No employee may sell goods or services for private gain to other employees on Mohave premises or via Mohave computer networks.

No employee may use his/her position with Mohave to solicit, directly or indirectly, the purchase of supplies, services or equipment at special discounts for private use from any Mohave vendor.

Violations against the Ethics Policy are subject to disciplinary action up to and including termination of employment.

For the purpose of this section

Definitions

Gift or benefit: A payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property. Gift or benefit does NOT include either food or beverage, expenses or sponsorships relating to a special event or function to which a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative are invited.

Relative: Spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

References

A.R.S. 15-213
A.R.S. 38-502

Adopted 12/18/04
Revised 12/16/16
Revised 9/27/18

D-060E
PURCHASING ETHICS POLICY EXHIBIT

Evaluator Conflict of Interest Form

Name (Print): _____

Contract to Evaluate: _____

Contract Specialist working with: _____

Please indicate your answer by signing your initials in the appropriate boxes

☐

New Evaluator

☐

Returning Evaluator

The Arizona Revised Statutes (ARS) place some restrictions with which you must comply regarding conflict of interest not only for yourself but also your relatives (Relative means: spouse, child, child's child, parent, grandparent, siblings (full or half-blood) and their spouses, and the parent, sibling or child of a spouse, pursuant to ARS 38-502). You are required to complete the following form to determine that you're in compliance with these provisions. This form must be completed every time you participate in a contract evaluation.

Business Interest

Are you, or any of your relatives, involved in any ownership, employment, public or private affiliations, or special arrangements which may have a substantial (Substantial means: any pecuniary or proprietary interest, either direct or indirect, other than a remote interest) interest in any contract, sale, purchase, or service involving Mohave or any of Mohave's contracts, vendors or members?

☐

No

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Yes

Please describe below (attach sheet if necessary):

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PURCHASING ETHICS POLICY EXHIBIT (cont'd)

Liability

Violating Arizona's conflict of interest laws have significant consequences which include, but may not be limited to:

1. Intentionally or knowingly violating any provision of sections 38-503 through 38-505 is guilty of a CLASS 6 FELONY.
2. Recklessly or negligently violating any provision of sections 38-503 through 38-505 is guilty of a CLASS 1 MISDEMEANOR.

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I understand that I may be held personally liable for costs associated with violating Arizona's conflict of interest laws.

I also acknowledge that I am responsible for knowing and understanding Arizona's conflict of interest laws available in A.R.S. 38-501 through 38-510.

Evaluator Signature

Date

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PURCHASING ETHICS POLICY EXHIBIT (cont'd)

Conflict of Interest Disclosure

Name (Print): _____

Contract to Evaluate: _____

Who has the conflict?

☐

Self

☐

Relative

(name and relationship): _____

What is the nature of the conflict (initial all that apply)?

☐

Business Interest

☐

Employment

☐

Other

Explain, in detail, the conflict below (you may attach an additional sheet of paper if needed):

Statement of Disqualification

To avoid any possible conflict of interest under A.R.S. 38-501 through 38-511, I will refrain from participating in **any** manner in the subject identified above.

Evaluator Signature

Date

Effective 9/27/18