

## **HARBOR REGIONAL CENTER**

### **Conflict of Interest Policy**

Harbor Regional Center believes that our Board and staff members should act as proper stewards of the taxpayer dollars and that their decisions should be free of improper influence that could adversely affect their judgment, objectivity, loyalty to the regional center, our clients, or our mission.

#### **1. Definition**

A conflict of interest may occur if a Board member, trustee, officer, employee or volunteer, (or family member of any of the foregoing) is engaged in some capacity in which it is reasonably foreseeable that he or she may have a material financial interest in a business or enterprise that contracts or otherwise does business with Harbor Regional Center.

#### **2. Duty to Disclose**

Any individual who believes that he or she has an actual or potential conflict of interest is required to declare their conflict specifying the factual bases for that determination and propose a plan of action in order to eliminate the conflict of interest.

No Board member, trustee, officer, employee or volunteer who has a conflict of interest shall continue to serve as a Board member or continue employment with Harbor Regional Center unless the conflict of interest has been eliminated or a waiver has been obtained pursuant to the Lanterman Act or its enabling regulations.

#### **3. Review of Policy**

Annually each Board member, trustee, officer, employee and volunteer shall be asked to review a copy of this policy and required to complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.

This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest and shall comply with all legal requirements in accordance with the Lanterman Act and its enabling regulations.

This policy shall be reviewed annually. Any changes to the policy shall be communicated to all staff and volunteers.

*Approved by the Board of Trustees, Harbor Regional Center, June 2011*