



## **HARBOR REGIONAL CENTER Conflict of Interest Policy**

Harbor Regional Center (Harbor) believes in the importance of our Board members and staff acting as responsible stewards of public funds, ensuring their decisions are free from influences that could compromise their judgement, objectivity or loyalty to Harbor, our individuals we serve or our mission.

### **1. Definition**

A conflict of interest may arise if a Board member, officer, employee or volunteer (or family member of any of the foregoing) is involved in some capacity where there is a foreseeable financial interest in a business or entity that contracts or conducts business with Harbor.

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

Any Board member, officer, employee or volunteer who believes that they have an actual or potential conflict of interest must disclose it, specifying the facts supporting this belief and propose a plan to resolve the conflict.

No Board member, officer, employee or volunteer with a conflict of interest shall continue to serve as a Board member or continue employment with Harbor unless the conflict is resolved or a waiver is obtained pursuant to the Lanterman Act or its enabling regulations.

Any candidates for nomination, election or appointment to a regional center board and applicants for regional center director shall disclose any potential or present conflicts of interest prior to being appointed, elected or confirmed for hire by the regional center or the regional center governing board.

### **3. Prohibition of Gifts**

Regional center staff are not permitted to accept gifts from a service provider, consumer or consumer's family member valued over fifteen (\$15.00) per year.

#### **4. Hiring Prohibitions**

Regional center senior staff are prohibited from hiring relatives at the center or any ancillary foundation and organization.

#### **5. Review of Policy**

Annually, each Board member, officer, employee and volunteer must review this policy and complete a disclosure form identifying any relationships or circumstances that could lead to a conflict of interest.

This policy complements state and federal laws governing conflicts of interest and complies with all legal requirements under the Lanterman Act and its enabling regulations.

Any changes to this policy shall be communicated to all staff and volunteers.

*Approved by the Harbor Developmental Disabilities Foundation Board of Trustees, September 17, 2024.*

*Amendment approved by the Harbor Developmental Disabilities Foundation Board of Trustees, March 18, 2025*