



Rivers East Workforce Development Board Code of Conduct

No Workforce Development Board Member, Local Area staff, Program Operator staff, NCWorks Career Center and partners providing services within the NCWorks Career Center shall:

- a. Accept any financial benefit, direct or indirect, from any source other than their employing agency as a result of their performance of official duties under Workforce Innovation and Opportunity Act activities.
- b. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- c. Accept any position or engage in any business which will require the disclosure of confidential information gained by reason of official position.
- d. Disclose confidential information acquired during the performance of official duties or use such information to further personal gain.
- e. Use or attempt to use official position to secure personal privileges or exemptions or which would give the appearance of such.
- f. By conduct, writing, or other communication, give a reasonable person the impression that official duties may be improperly influenced.
- g. Violate any Board conflict of interest, statute, or law.
- h. Take part in any political activities in violation of the federal Hatch Act.
- i. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- j. Promote or oppose unionization in the discharge of official duties.
- k. Participate in any effort to violate any other applicable federal, state, and local laws and regulations.
- l. Conflict of Interest. It shall be a breach of ethical standards for any Workforce Development Board Member, Local Area staff, Program Operator Staff or partners providing services within the NCWorks Career Centers to participate directly or indirectly in a procurement when the employee knows that:

- (1) the Board Member, Local Area Staff, Program Operator Staff or partners providing services within the NCWorks Career Centers or any member of their immediate family has a financial interest pertaining to the procurement;
 - (2) a business or organization in which the Board Member, Local Area Staff, Program Operator Staff or partners providing services within the NCWorks Career Centers or any member of their immediate family has a financial interest pertaining to the procurement; or
 - (3) any other person, business, or organization with whom the Board Member, Local Area Staff, Program Operator Staff or partners providing services within the NCWorks Career Centers or any member of their immediate family is negotiating or has any arrangement concerning prospective employment is involved in the procurement
- m. Discovery of Actual or Potential Conflict of Interest. Upon discovery of an actual or potential conflict of interest, the Board Member, Local Area staff, Program Operator staff or partners providing services within the NCWorks Career Centers shall immediately notify their supervisor and withdraw from further participation in the transaction involved. Further, should a Board Member, Local Area staff, Program Operator staff or partners providing services within the NCWorks Career Centers reasonably believe an undisclosed conflict or potential conflict exists for another staff member, it is the duty and obligation of that person to make the matter known immediately to their supervisor, the Workforce Development Director, or other appropriate official.

Violations of any provision of this Code of Conduct by Board Member, Local Area staff, Program Operator staff or partners providing services within the NCWorks Career Centers may be cause for immediate dismissal. All are subject to any penalties, sanctions, or other disciplinary measures set forth in applicable federal, state, or local laws.

By my signature below, I acknowledge that I have received a copy of this Code of Conduct and the Rivers East Issuance 2021-04, have reviewed both, and understand the provisions contained therein.

Printed Name

Signature

Date

Affiliated Agency