


<b>Category:</b>	Employee Accountability	<b>INCA Community Services</b> <b>Human Resource Policy</b> 
<b>Sub Category:</b>	Legal and Ethical Conduct	
<b>Effective Date:</b>		
<b>Revised Date:</b>	09/30/2013	
<b>Forms:</b>	Conflict of Interest Agreement	
Responsible: Management		
<b>Conflict of Interest</b>		
<b>Purpose/Introduction</b>		
<p>No employee, agent, consultant, officer, elected or appointed official or board member of the Agency may obtain a financial interest, or have an interest in any contract, subcontract or agreement for themselves or those with whom they have family or business ties, during their tenure.</p>		
<b>Definitions</b>		
<p>Exceptions may be granted by the Oklahoma Department of Commerce (ODOC) following procedure outlined in Conflict of Interest, ODOC Community Service Block Grant (CSBG) Implementation Manual.</p>		
<b>Dissemination of Policy</b>		
<p>The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.</p>		