

**CONFLICT OF INTEREST**

Employees or representatives of the Sheridan County School District No. 2 will not engage in or have a financial interest in any activity that involves or raises a reasonable question of conflict of interest with their duties and responsibilities in the school district.

School district employees or representatives who may individually profit, or if an immediate family member of the employee may profit, from any transaction that the school district may have including but not limited to transactions with a third party business, service, contractor or realtor, shall disclose such information to their supervisor and remove themselves from any discussion or involvement concerning the transaction. Any transaction that school staff or their immediate family member might individually profit from requires prior approval from the Superintendent or his/her designee.

Employees or representatives will not engage in any type of work where the source of information concerning customer, client, or employer originates from information available to them through school sources.

Employees or representatives shall not sell services, books, instructional supplies, musical instruments, equipment, or other items for personal gain when their position with the district is used to influence the sale of such goods or services.

Supervisors shall not evaluate an employee when there is a conflict of interest. At no time may any administrator be directly responsible for the evaluation of an employee related to him/her.

Exceptions to this policy will be made by the Superintendent with the approval of the Board of Trustees.

First Reading: 10-3-22  
Second Reading: 11-14-22