

CACHE MOSQUITO ABATEMENT DISTRICT

CONFLICT OF INTEREST POLICY

CMAD trustees and employees individually commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Trustees and employees must avoid even the appearance of impropriety to ensure and maintain public confidence in CMAD.

It is the intent of the CMAD Board of Trustees and employees to meet and exceed those protections against conflicts of interest contained in State law. The following provisions shall serve as a guide with respect to the affairs of CMAD:

- CMAD trustees and employees shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction.
- Trustees and employees are required to submit a report to the Board of Trustees of the actual or estimated value of any gifts or casual entertainment received as a trustee or employee that exceeds \$50.00.
- The complete confidentiality of proprietary business information must be respected at all times. Trustees and employees are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of CMAD, or to individually conduct negotiations or make contacts or inquiries on behalf of the CMAD unless officially designated by the CMAD Board of Trustees.
- If trustees, employees, or members of the immediate family of a trustee or employee have a financial interest in any property that CMAD acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which CMAD does business, such interest shall be fully disclosed to the Board of Trustees, which shall decide if such interest should prevent CMAD from entering into a particular transaction, purchase, or engagement of services. The term "immediate family" means the spouse, parent, dependent children, and other dependent relatives.
- When a conflict of interest exists, the trustee or employee shall publicly declare the nature of the conflict and may recuse him or herself on any official action involving the conflict.
- Trustees and employees may not realize, seek, or acquire a personal interest in a business that does business with CMAD.
- Trustees and employees shall complete a Conflict of Interest Disclosure Form annually. Completed Forms shall be submitted to the Administrative Manager, who shall provide copies of all completed Forms to the CMAD Chair and make copies available to the public upon request.
- The CMAD Chair shall review all completed forms and consider the disclosures, and then make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within CMAD.