

Smart Business Resource Center Policy Statement Standards of Conduct

The Smart Business Resource Center is organized for public benefit and charitable purposes to promote and foster employment opportunities and maintain a partnership between business and government that addresses the needs of the labor market and contributes to the well being of the community.

The following standards shall guide corporate officers, agents, and employees in the performance of their duties.

Conflict of Interest

No Director shall engage in a contract or transaction with the Corporation, unless:

- (1) the facts regarding that Director's financial interest in such contract, transaction or financial interest are fully disclosed in good faith or are known to all members of the Board prior to the Board's consideration of such contract or transaction;
- (2) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the votes of the interested Directors;
- (3) before authorizing or approving the transaction, the Board considers and in good faith decides after reasonable investigation that the corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and
- (4) the Corporation for its own benefit enters into the transaction, which is fair and reasonable to the Corporation at the time the transaction is entered into.

No officer, agent or employee of the Smart Business Resource Center shall participate in the selection, award, or administration of a contract in which government funds are used, where he or his immediate family, partners or organization has a financial interest or with whom he is negotiating or has any arrangement concerning prospective employment.

The Smart Business Resource Center's officers, agents and employees shall not accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

Directors shall comply with the intent of the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Governmental Code) as amended.

Communications with Interested Parties

Officers and employees are encouraged to refer interested parties to the Board Chairman or Executive Director regarding inquiries and interest in Smart Business Resource Center activities, especially organizations and individuals seeking funding from the Smart Business Resource Center.

Service to Relatives

No employee shall directly provide workforce development services to a relative; employees shall disclose such relationships and refer relatives to other employees for service.

Reporting

Laws and regulations strengthen and promote ethical practices. The Smart Business Resource Center is committed to compliance with the laws and regulations to which it is subject. The Smart Business Resource Center has a responsibility to investigate and report to appropriate parties' allegations of suspected improper activities and the actions subsequently taken. The Smart Business Resource Center's officers, agents and employees are obligated to report all allegations of suspected improper activities.