

## Conflict of Interest Policy

### Statement/Purpose:

To establish a guideline for defining a conflict of interest and to aid in the understanding of what should happen in the event a conflict of interest arises.

### Policy:

It is the policy of Discovery Charter School to conduct its business practices with the highest level of integrity. A conflict of interest exists when DCS family members (consisting of teaching and non-teaching staff, supervisors and Board members) may have the opportunity to act in a manner that may result in a lack of total objectivity in carrying out their duties for the organization, thus placing their personal goals or interest first.

Discovery Charter School participates in government programs and there is a zero tolerance for accepting or offering gifts, payments, or kickbacks in connection with government programs and contracts.

### Procedure:

1. To avoid conflicts of interest, all DCS family members must adhere to the following:
  - a. Immediately report to the Board of Directors any financial or personal interest that they or any member of their family has doing business with Discovery Charter School. Family is defined as a spouse, son, stepson, daughter, stepdaughter, brother, sister, cousin, parent, grandparent and any in-laws.
  - b. Refrain from accepting gifts of money, items or services, except for consumable items of modest value that may be shared among DCS family members.
  - c. Refrain from using or disclosing information they may be acquired as a result of their employment for personal gain or benefit.
  - d. Place the interest of the organization first.
  - e. Report to the Board of Directors any potential violations of this policy.



2. In addition, DCS family members should not have outside employment or any business interest that places them in a position of :
  - a. Appearing to represent Discovery Charter School or any affiliate; or
  - b. Lessening the efficiency, productivity, or dedication to the school in performing their everyday duties upon hire.
3. DCS family members may not be employed by, act as a consultant, to or have an independent business relationship with any of Discovery Charter School service providers or third party payers. Additionally they may not invest in any payer, service provider, or supplier unless the investment is by mutual fund.
4. Upon hire and thereafter, DCS family members must immediately notify the Board of Directors of any potential conflicts of interest using the form attached. Failure to disclose potential conflicts of interest at any time during employment will result in disciplinary action up to and including termination or removal.

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