

C.L. "BUTCH" OTTER  
GOVERNOR



Trent Clark  
*Chair*

B. J. Swanson  
*Vice Chair*

## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

### Conflict of Interest and Ethical Responsibility

Transparent government is essential to the Idaho Workforce Development Council (Council) and is the basis for all transactions within and outside the Council. Any person who accepts public office must also accept an ethical duty to serve honestly and in our citizen's best interest. Members of the WDC are public officials that must make informed decisions about important matters involving the Council's programs. In making these decisions, Council members should understand the laws that surround their conduct on the Council.

The primary statutes governing ethics in State government are the Bribery and Corrupt Influence Act; the Prohibitions Against Contracts with Officers Act; and the Ethics in Government Act. The Council is also governed by the Federal Workforce Innovation and Opportunity Act. These Acts should be considered a minimum standard, and ethical public officials should hold themselves to an even higher standard than simple compliance.

When a public official believes that a real or potential conflict with the law may exist, or that any provision of the Acts or Idaho law has or could be violated, the public official must disclose the situation through written statement to the Chair of the Council. The statement shall describe the matter to be acted upon and the nature of the potential conflict or violation of law.

Specifically, a member of the Council may not vote on a matter under consideration by the Council regarding the provision of services by such member (or by an entity that such member represents) or that would provide direct financial benefit to such member or the immediate family of such member. **In addition, the member's duties are suspended while the Council is deliberating on such matter and the Chair may ask the member to remove himself/herself from the room while deliberations are taking place.**

If the Council believes this policy has been violated, a recommendation may be made to the Governor that the individual who has violated the policy be removed as a member of the Council. Even if no recommendation is made for removal, the Governor may remove a member of the Council for a violation of this policy. The Council chairperson may remove any committee member for a violation of this policy.

I, \_\_\_\_\_, have received a copy of the Idaho Ethics in Government Manual as published by the Office of the Idaho Attorney General, which summarizes and discusses the laws relevant to ethics in government. I have read and understand the Idaho Ethics in Government Manual. I agree to abide by the laws relevant to ethics in government and to notify the Chair of the Council in any situation involving a real or potential violation of any of the laws pertaining to ethics in government.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date