

*Riverside County Office of Education*  
*Board Policy 4136 Employee Conflict of Interest Obligations, 4236, 4336*

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**PERSONNEL - ALL PERSONNEL**

**SUBJECT: Employee Conflict of Interest Obligations**

The County Office of Education is committed to the highest levels of integrity, and its employees are expected to perform their duties with objectivity and honesty. The County Office of Education relies on the sound judgment of its employees and management staff to identify, prevent, and handle potential and actual conflicts of interest involving personnel and programs operated by the County Office of Education.

The general policy is that the County Office of Education employees are obligated to avoid and disclose ethical, legal, financial, or other conflicts of interest involving the County Office of Education and County Office of Education-operated programs, services, personnel, vendors and customers. A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization, which employs or is about to employ any of the parties indicated, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Employees are expected to immediately report potential and/or actual conflicts of interest to their immediate supervisor and to remove themselves from a position of decision-making authority with respect to these situations.