



Policy : Conflict of Interests

Effective Date: 10/27/22

PURPOSE: The County of Essex is committed to maintaining the highest of standards of ethical conduct and guarding against problems arising from real, perceived, or potential conflict of interest. All parties at all levels of participation in the Procurement Process are expected to read, understand, and apply this policy to ensure system integrity and effective oversight of the Procurement Process.

BACKGROUND Grantees, sub-recipients, and contractors funded under WIOA and WTW must implement codes of conduct and conflict of interest policies and procedures as stipulated in WIOA and WTW law, regulations, and guidance; Office of Management and Budget (OMB) Circulars; State regulations; and State WIOA policies. A conflict of interest policy is required to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of such funds. In addition, the County of Essex recognizes that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the County to be sensitive and err on the side of caution when potential or real conflict or fairness matters occur. To accomplish these purposes, the County establishes the following definitions, actions, and guidelines for interpretation. Code of Conduct: During the performance of duties, your actions are a reflection of the County of Essex as well as a reflection upon you. It is extremely important that all County and committee members, including sub-recipients, contractors, and WDB Partners act in a courteous, friendly, helpful, and prompt manner in dealing with the public, customers, and officials.

CONFLICT OF INTEREST GUIDELINES & STANDARDS: (1) Before reviewing any proposals, each person evaluating a proposal shall assess their own affiliations and financial interest and those of their families that relate to their duties as someone evaluating a proposal to ensure they do not have a conflict of interest. For these purposes, a person has a conflict of interest with a proposal if that person or spouse, parent, or child would be in violation of the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq. Any person with a conflict of interest related to the competitive contracting proposal shall not participate in the evaluation process. (2) Prior to evaluating the proposals, each individual participating in the evaluation of a proposal shall execute a statement in accordance with (1) above certifying they do not have a conflict of interest. Such statement shall reflect the provisions at (1) above, which relate to a possible conflict of interest situations. This statement shall be filed with the authorized agent, prior to the beginning of the evaluation process. The certification shall be as follows: I hereby certify that I have reviewed the conflict of interest standards in the Local Government Ethics Law or the School Ethics Act,

as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization.

*As per WDB By Laws **Section 5.5 CONFLICT OF INTEREST:** In compliance with Public Law 113-128, members shall abstain from voting on, or participation in the discussion of, any matter before the WDB in which the member has a potential conflict of interest to the WDB prior to its entering into deliberations. In the event that a conflict of interest on the part of a member is disclosed subsequent to discussion or voting on a matter, the member shall advise the Executive Board of the reason for failure to disclose. At the time, the Executive Board will take same under advisement as to the issuance of any sanctions against said member, up and including removal.*