

<b>ECI Purpose and Guiding Documents</b>  <b>Conflict of Interest</b>	<b>Document Number: 2.2.4</b>
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**Policy**

All Steering Committee members have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the ECI Stakeholder Alliance in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Steering Committee membership, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

**Purpose:**

In the course of business, situations may arise in which a member as a decision-maker has conflict of interest, or in which the process of making a decision may create an appearance of conflict of interest.

**Definitions:**

A conflict of interest arises when a director or employee involved in making a decision is in the position to benefit, directly or indirectly, from his/her dealings with the ECI Stakeholder Alliance, the Early Childhood Iowa Office or person conducting business with the Alliance. (A potential conflict of interest exists when the member or employer, or his/her immediate family {spouse, children, brother, sister and spouses of children, brother or sister} receives an unfair benefit as a result of advanced knowledge or participating in the approval of contracts or other work covered in Iowa Code Chapter 68B.

**Procedures:**

A member who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the Steering Committee. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

A board member who violates this policy will be removed from the committee.

**Responsibilities:**

The Steering Committee shall be responsible for making all decisions concerning resolutions of conflicts involving the members.

**Revision History**

Adopted by the ECI Stakeholder Alliance – May 8, 2012