

RELATIONS WITH VENDORS

Financial and business transactions of the district will conform to the law and be consistent with sound and ethical business practices. Purchasing decisions will be made on the basis of objectivity and will not be influenced by friendships or other personal relationships. No board members, administrators or staff members may receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person, if it could be reasonably expected that that gift, gratuity, or favor would influence the vote, action or judgment of the office or staff member or be considered as part of a reward for action or inaction. More specifically, no board member, administrator or staff member may accept gifts, with an aggregate value in excess of fifty (50) dollars from a single source in a calendar year or a single gift from multiple sources with a value in excess of fifty (50) dollars. Financial interests of board members, administrators or staff members in any district purchase, sale or other transaction will be prohibited. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

Notwithstanding, the following items may be accepted and presumed not to influence as independent position:

- a) Unsolicited flowers, plants, and floral arrangements
- b) Unsolicited advertising or promotional items of nominal value, such as pens and note pads
- c) Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item
- d) Unsolicited items for the purpose of evaluation or review, if the staff member has no personal beneficial interest in the eventual use or acquisition of the item
- e) Informational material, publications, or subscriptions related to the recipient's performance of official duties
- f) Food and beverages consumed at hosted receptions where attendance is related to the staff member's official duties
- g) Admission to and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization
- h) Unsolicited gifts from dignitaries from another state or a foreign country that are intended to be personal in nature
- i) Payments by a governmental or nongovernmental entity of reasonable expenses incurred in

connection with a speech, presentation, appearance, or trade mission made in an official capacity

j) Payments for seminars and educational programs sponsored by a bona fide governmental or nonprofit, professional, educational, trade or charitable association or institution.

Cross References: 5251 - Conflicts of Interest-Staff Members
 1610 - Conflicts of Interest – School Board Directors

Legal References: RCW 42.23.030 - Code of Ethics for Municipal Officers – Contract
 Interests

 RCW 42-52 – Ethics in Public Service: Specifically, RCW 42.52.140
 (Gifts) and RCW 42.52.150 (Limitation of Gifts)

Adoption Date: 2/12/2007

Revised Date: **04/27/2017, 03/15/2018**