



Conflict of Interest

Department: Office of Economic & Workforce Development

Effective Date: March 1, 2023

Directive #: WDD 23-06

Supersedes: 06-07

PURPOSE

To establish a policy and ensure that the Office of Economic and Workforce Development (OEWD), Workforce Investment San Francisco Board (WISF) and its service providers administer federal funds in accordance with the guidelines established in the below referenced regulations.

REFERENCES

- [20 CFR 683.200\(c\)\(5\)\(i\)](#)
- [WIOA Sections 107\(a\) and 107\(h\) and 121\(d\)\(4\)](#)
- [Title 29 CFR 95.42](#)

POLICY

The OEWD, WISF and its service providers shall maintain this policy as a written code or standards of conduct which shall govern the performance of their officers, employees and agents engaged in the award and administration of contracts and agreements supported by Federal funds.

PROCEDURE

The OEWD, WISF and its service providers shall ensure that no member of any council shall cast a vote on the provision of services by that member or any organization which that member directly represents; or vote on any matter which would provide direct financial benefit to that member.

No employee, officer or agent shall participate in selection, award, or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any organization which employs, or is about to employ, any of the below listed, or any organization that has financial interest or other interests in the organization selected for award.

- The employee, officer, or agent
- Any member of his immediate family
- His or her partner

Officers, employees, or agents of OEWD and its service providers shall neither solicit nor accept gratuities, favors or anything of monetary value from service providers, potential service providers or parties to sub-agreements.

OEWD, WISF and its service providers may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by

State, local law or regulations, violations of these standards of conduct warrant possible penalties, sanctions, or other disciplinary actions by OEWD.

INQUIRIES

Inquiries should be addressed to the OEWD Director of Workforce Strategy at (415) 701-4848 or email workforce.connection@sfgov.org.

OEWD and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.