

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CONFLICT OF INTEREST**

**DBD  
(LOCAL)**

<b>DISCLOSURE _ GENERAL STANDARD</b>	An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.
<b>SPECIFIC DISCLOSURES</b>	
<b>SUBSTANTIAL INTEREST</b>	<p>The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.</p> <p>Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.</p>
<b>INTEREST IN PROPERTY</b>	The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.
<b>CONFLICTS DISCLOSURE STATEMENT</b>	No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004.
<b>ANNUAL FINANCIAL MANAGEMENT REPORT</b>	The Superintendent, as the executive officer of the district, shall provide in a timely manner to the District information necessary for the District's annual financial management report. [See BF] [See BBFA]
<b>GIFTS</b>	An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]
<b>ENDORSEMENTS</b>	An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.
<b>SALES</b>	An employee shall not use his or her position with the District to attempt to sell products or services.