

# DUTCHESS COUNTY INDUSTRIAL DEVELOPMENT AGENCY

## CONFLICT OF INTEREST POLICY

Members of the Dutchess County Industrial Development Agency (DCIDA) Board of Directors and members of any committee formed under the DCIDA By-Laws (all such individuals shall be collectively referred to as “volunteers”) are prohibited from engaging in any act which is, could be, or could appear to be in conflict with their DCIDA positions. This includes the use of one’s position for personal profit or advantage.

While it is not possible to define all situations which may involve a conflict of interest, the following provisions illustrate some examples of this standard:

### 1. General Conflict Situations

When a volunteer engages in any action which might result in or create the appearance of:

- a. Using his or her position for private gain;
- b. Giving preferential treatment to anyone;
- c. Compromised independence or impartiality;
- d. Adversely affecting the public’s confidence in DCIDA’s integrity.

### 2. Financial Interest

No volunteer shall:

- a. Be present during any discussion or take part in any vote regarding any matter in which such volunteer has a direct or indirect financial interest, through business, family or investment, in any entity with which DCIDA has or is considering having a transaction or agreement, or;
- b. Engage in, directly or indirectly, a financial transaction influenced by information obtained through his or her position with DCIDA.

Every January, or at any time thereafter in which a volunteer first becomes affiliated with DCIDA, each volunteer shall be provided with a Conflict of Interest Questionnaire which shall be promptly completed and returned to the Executive Director and CEO of DCIDA. The Executive Director and CEO shall review such responses which shall also be available for review by the Chairman of the DCIDA Board of Directors and/or the Chairman’s designee. Whether a volunteer does in fact have a conflict of interest shall be determined by the Executive Director and CEO in consultation with the Chairman of the DCIDA Board of Directors or the Chairman’s designee. In the event of a conflict of interest, the conflicted volunteer shall be so notified by the Executive Director and CEO of DCIDA and shall be excused from any discussion and/or vote which involved or concerns the conflicted matter.

Each volunteer must promptly disclose to the Executive Director and CEO of DCIDA, in writing, all actual and potential conflicts of interest with any business, transaction, service, or confidential information of DCIDA which may arise after submission of the Conflict of Interest Questionnaire.

A signed Conflict of Interest Questionnaire must be returned even in the event a volunteer has no conflicts or potential conflicts to disclose.

*Adopted 1/14/2011  
Adopted 1/20/2012  
Readopted 1/17/2013  
Revised & Adopted 1/14/2014  
Readopted 2/10/2015*