

## **Procurement Policy**

### **Conflict of Interest - Transactions**

Financial and business transactions of Fiddlehead School shall be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions shall be made on the objectivity and shall not be influenced by friendships or other personal relationships. No Board members, administrators, or staff member shall accept a gift or favor from vendors, prospective vendors, or other firms or individuals that have had, or hope to have, transactions with Fiddlehead School. Financial interests of Board members, administrators, staff members, or immediate relatives on any school purchase, sale or other transaction shall be prohibited unless a reasonable effort has been made to conduct business with other vendors or it is in the best interest of Fiddlehead School as indicated below.

Quotations or bids shall not knowingly be solicited for, or any order placed with, a company that:

- A. Is owned, controlled, or actively influenced by any employee of Fiddlehead School;
- B. Employs in a management, consulting, or sales capacity any person who is also a district employee; or
- C. Employs a district employee who is in a position to influence the selection of, or conduct business with, such vendor.

Exceptions to this policy shall be allowed if:

- A. No independent vendor can reasonably supply or perform the necessary time or service; or
- B. Upon obtaining competitive quotes, it is in the best interest of Fiddlehead School to conduct business with a board member, administrator, staff member or his/her relative.

Approved: 02.27.2020

Reviewed: 10.17.2020