Hartford School District

Prevention of Conflict of Interest in Procurement

It is the policy of the Hartford School District that all purchasing and contracting comply with state and federal laws.

No employee, officer, or agent of the Hartford School District may participate in the selection, award, or administration of a purchase or contract if that person has a real, or apparent conflict of interest. Any employee, officer or agent with a real, or apparent conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The superintendent or his or her designee will develop written procedures to implement this policy.

A conflict of Interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

An employee will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors excluding curricular samples.

In the event of a violation of this policy, the district or supervisory union may take disciplinary action against the employee, officer or agent according to procedures in the Hartford School District personnel manual and/or collective bargaining agreement.