

		<b>Index No.:</b>				
<b>TITLE:</b> Board of Commissioners Conflict of Interest/Code of Ethics Statement		<b>Implementation Date:</b> 2/05				
<b>APPROVED:</b> <b>(Signed)</b> _____ <b>(Signature on File)</b> <b>(Typed)</b> <b>Date:</b>	<b>Annual Review</b> <b>by:</b>					
	<b>Date:</b>					

**I. PURPOSE STATEMENT:**

So that no conflict of interest concerns arise concerning any particular issue of business transacted by the Board of Commissioners as a whole, or in part.

**II. POLICY STATEMENT:**

Board members, officers of the District and Board committee members shall conform, in the conduct of their office, to the provisions of RCW 42.20 and RCW 42.23. The Board commits itself and its members to ethical, professional, and lawful conduct to include proper use of authority and appropriate decorum when acting as Board members.

**III. IMPLEMENTATION FOR PROCEDURE:**

In the event that any Board member or officer has a real or potential conflict of interest on a matter coming before the Board, they shall disclose such real or potential conflict prior to any participation in discussion or voting on the issue. They shall also state their intent to participate in discussion or voting or excuse themselves from the meeting. Should any other Board member disagree, the issue of participation in discussion and/or voting shall be decided by a majority vote of the remaining Board members.

Board members must represent unconflicted loyalty to the interests of the District. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership to other Boards or staffs, and the personal interests of any Board member acting as a consumer of *hospital name* services. Board members should avoid the following conflicts:

1. Must avoid conflict of interest with respect to their fiduciary responsibility. This means, specifically, that there must be no self-dealing or any conduct of private business or personal services between any Board member and *hospital name* except as procedurally controlled to assure openness, competitive opportunity, and equal access to “inside” information.
2. Direct or indirect solicitation or acceptance of personal fees or commissions in connection with Hospital business.
3. Use of their position to secure special privileges or exemptions for themselves, spouse, child, parents, or other related persons from vendors, contractors, physicians, patients, the Hospital, or its staff.
4. Must not use their position to obtain employment at *hospital* for themselves, family members, or close associates. Should a member desire employment, he or she must first resign from the Board and follow the provisions of the RCW with respect to this subject.
5. Solicitation of gifts or gratuities for personal use for themselves or related parties from our customers,

suppliers, consultants or anyone else doing business with the District. Unsolicited non-cash gifts of nominal value such as flowers, meals, plaques, cups, pens, or calendars may be accepted.

6. Acceptance of a paid trip from a vendor to visit an installation or attend a seminar if the dominant theme is entertainment. Such trips may be acceptable for educational purposes, or an installation visit that is the result of a decision to purchase a specific vendor's product and is directly related to the installation of the product.
7. Avoid placing themselves in a position that may create or lead to a conflict of interest, or the appearance of one, such as engaging in any outside business activity, financial relationship or investment that conflicts with the District, competes with the District, or may interfere with Board members' responsibilities to the District. Board members are also prohibited from having any personal interest, directly or indirectly, in any transaction with *hospital* unless disclosed in writing in advance to the Hospital's CEO. A decision can then be made as to whether a conflict of interest exists.
8. Engage in outside business, other activities, or private employment that would result in the inducement to divulge confidential information about the District, other employees or patients.
9. Disclose confidential information about the District, nor may the Commissioners use such information for their personal gain or benefit. It is a primary responsibility of all Board members to protect the confidentiality of District information. The breaking of confidentiality is the repeating of any information, written or spoken, when unauthorized or indiscrete disclosure could be harmful or injurious to the interests of a patient, employee, or the District in general.
11. Board members may not attempt to exercise individual authority over *hospital* except as explicitly set forth in Board policies. Members' interactions with the CEO or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.

Violations of this policy may be reported to the State Auditor and/or Hospital Attorney for investigation.

#### IV. REFERENCE SECTION:

- References:** Chapters 42.20 and 42.23 of the Revised Code of Washington, and legal counsel.  
**Distribution:** Copies to Board Manual and original filed in Administration.  
**Prepared By:** Administration  
**Reviewed By:** Board of Commissioners and CEO