



Conflict of Interest & Confidentiality Statement

For The Washington State Child Care Resource & Referral Network Board of Trustees, Board Committee Members, the Executive Director and Director level staff.

No member of the Washington State Child Care Resource & Referral Network (hereinafter referred to as the R&R Network) Board of Trustees, Board Committee members, Executive Director, or Director level staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the organization. Each individual shall refrain from participation in any decision on such matter or disclose any personal interest which he or she may have in any matter pending before the organization by signing the R&R Network's Conflict of Interest Disclosure Questionnaire annually.

Any member of the Network Board of Trustees, Board Committee members, the Executive Director or Director level staff who is also an officer, board member, committee member, or staff member of a borrower, loan applicant, contractor, vendor, or supplier of or to the R&R Network shall immediately identify his or her affiliation with such agency or agencies. Further, in connection with any committee or board action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Network Board of Trustees, Board Committee, the Executive Director or Director level staff shall refrain from obtaining any list of the R&R Network's clients for personal or private solicitation purposes at any time during the term of their affiliation.

Policy Enforcement

The R&R Network regularly and consistently monitors and enforces this policy by excluding all R&R Directors from all decisions and votes affecting their program contracts and funding allocations.

At this time I am a Board member, a committee member, consultant to, or employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the R&R Network which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind of any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the R&R Network.

Any exceptions to 1 or 2 above are stated below or attached with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the R&R Network.

I understand that many communications occurring during Board of Trustees and Board Committee meetings will include information that is intended to be confidential. For this reason, such information will not be shared with persons outside of the R&R Network.

Date

Signature

Printed Name