



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Helgeson, Brown, Mital, Simpson and Carlson
FROM: Nicholas Nevins, Engineering Technician
DATE: October 4, 2017
SUBJECT: Standards of Conduct for Economic Development Administration (EDA) Grant
OBJECTIVE: Information Only

Board Policy GP6 provides that Commissioners shall follow federal ethics requirements and laws when administering any Federal Grant awarded to EWEB. The following information will enable compliance with the standards of conduct requirement of the EDA grant, presently funding the installation of the downtown fiber optic network. A similar memo will be provided for each federal grant awarded to EWEB.

CONFLICTS OF INTEREST:

A conflict of interest generally exists when an *interested party* participates in a matter that has a direct and predictable effect on the *interested party's* personal or financial interests. A conflict may also exist where there is an appearance that an *interested party's* objectivity in performing his or her responsibilities under the project is impaired. Additionally, a conflict may result from non-financial gain to an *interested party*, such as benefit to reputation or prestige in a professional field.

An *interested party* may not use their position for a purpose that constitutes or presents the appearance of personal conflicts of interest or of personal gain in the administration of an award. An *interested party* must not receive any direct or indirect financial or personal benefits in connection with this award.

EWEB must disclose to EDA, in writing, any potential conflict of interest.

GIFTS:

An *interested party* also shall not, directly or indirectly, solicit or accept any gift, gratuity, favor, entertainment or other benefit having monetary value, for himself or herself or for another person or entity, from any person or organization which has obtained or seeks to obtain Investment Assistance from EDA.

DEFINITIONS:

Interested Party: Any officer, employee or member of the Board. An *interested party* includes that person's *immediate family* and other persons directly connected to the *interested party* by law or

through a business arrangement.

Immediate Family: A person's spouse (or domestic partner or significant other), parents, grandparents, siblings, children and grandchildren, but does not include distant relatives, such as cousins, unless the distant relative lives in the same household as the person.