



**Policy Number 4**  
**Issued: January 19, 2017**  
**Revised:**  
**By: Wyoming Workforce Development Council**

## **1.0 Purpose**

This policy establishes the Wyoming Workforce Development Council's (WWDC) position on Conflicts of Interest.

## **2.0 Policy**

It is the policy of the Wyoming Workforce Development Council that:

- 2.1 All Wyoming Workforce Development Council members shall adhere to this policy and the WWDC's Bylaws.
- 2.2 Further, all WWDC members shall review and adhere to the Governor's Conflicts of Interest guidelines contained in the State of Wyoming Board Handbook and the online training module.
- 2.3 The Workforce Innovation and Opportunity Act requires that a member of the WWDC shall not vote on a matter under consideration by the WWDC regarding the provision of services by such member (or by an entity that such member represents), that would provide direct financial benefit to such member or the immediate family of such member, or engage in any other activity determined by the Governor to constitute a conflict of interest.
- 2.4 If a WWDC member identifies that he/she may be in a situation that appears to be a potential, perceived conflict of interest, that member shall:
  - (a) Disclose that he/she believes that a conflict of interest exists;
  - (b) Not discuss the specifics of the conflict of interest; and
  - (c) Recuse him/herself from discussion and vote.

## **3.0 Compliance with Federal and State Law/Regulation/Policy**

- 3.1 This policy complies with any and all federal and state laws, regulations and policies.