

Serve Kentucky: Governor's Service Awards

Confidentiality and Conflict of Interest Guidelines

Your role as a member of the Governor's Service Awards Review Committee requires that you be fully aware of policies regarding conflict of interest and the privileged nature of award nominations.

- 1. Conflict of Interest:** Since you are handling award nominations, you must be aware of potential conflict situations. Examples of potentially biasing affiliations or relationships are listed below. Should any conflict arise, or should you think there may be a conflict during your participation, you must bring the matter to the attention of the Review Committee staff liaison or the Serve Kentucky executive director immediately. While there are some instances of conflict that would preclude an individual from serving on the committee altogether, most conflicts simply demand that a committee member recuse himself/herself from judging a particular award nomination. Please see below for examples.
- 2. Confidentiality of Award Nominations:** Designation as a Review Committee member gives you access to information not generally available to the public and accords you with special professional and ethical responsibilities. Review Committee members are given access to information about award nominators and nominees for use only during judging conference calls and for discussion only with other committee members and designated Serve Kentucky staff. Therefore, you must not use that information for your personal benefit or make it available for the personal benefit of any other individual or organization.
- 3. Confidentiality of Judging Committee:** Whereas the identity of Review Committee members is a matter of public record, Serve Kentucky keeps the information of which category/categories judged by specific committee members confidential. As a Review Committee member, you may not discuss judging specifics with nominators, nominees or with other individuals.

Examples of Conflicts of Interest

A conflict of interest or the appearance of a conflict may occur if you are directly or indirectly affiliated with an organization that has submitted a nomination for award consideration. As a Review Committee member, you must inform the committee staff liaison or the Serve Kentucky executive director of any such potential conflicts. You should review these possible conflicts *prior to and during* your time as a committee member. Examples of affiliations that may constitute conflicts could include any of the following:

- 1. Your personal submission of an award nomination:** If you have submitted an award nomination, or have been personally involved in the preparation of a nomination, you may not serve on the committee.
- 2. Affiliations with an applicant organization or its principal collaborators:** A conflict may be present if you have/hold:
 - Current employment, or are being considered for employment, at the organization, or a consulting, advisory, or other similar position.

- Any formal or informal employment arrangement, including as a full-time volunteer, with the institution.
- Founded, contributed to the funding of, assisted in the development of, or donated significant funds to the applicant organization.
- Current membership on a visiting committee, board, or similar body in the institution.
- Ownership of the institution's securities or other evidence of debt. (Minor or indirect holdings are not considered conflicts.)
- Invested a substantial amount of money in a program or institution.
- Any office, governing board membership or chair of a relevant committee in the institution. (Ordinary membership in a professional society or association is not considered an office.)
- Currently enrolled as a student. (Only conflict for proposals of award nominations that originate from a department or school in which one is student, or a program with which one is affiliated.)
- Received or retained an honorarium or award from the institution within the last 12 months.

3. Relationship with any person who has personal interest in the award

nomination: A conflict may be present if you have/hold:

- Known family or marriage relationship (Conflict only if the relationship is with a nominator or nominee.)
- Business or professional partnership
- Employment at the same institution in the last 12 months.
- Past or present association as principal, teacher, counselor, thesis advisor or thesis student.
- Collaborated on a project or on a book, article, report or paper within the last 48 months.

4. Other affiliations or relationships:

- Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, sibling, child, parents, or a relative living in your household or anyone who is your partner that, to your knowledge, that would be covered by Sections 1, 2 or 3 of this certification (except for receipt by your spouse or a relative of any honorarium or award.)
- Any other relationship, such as a close personal friendship, that you think might affect your judgment and impartiality – or be seen as doing so by reasonable person familiar with the relationship – may exempt you from judging specific award nominations.



Governor's Service Awards
Confidentiality and Conflict of Interest Certification

Name (please print) _____

Address _____

I have read the Confidentiality and Conflict of Interest Guidelines, and I understand that I must contact the appropriate Serve Kentucky staff member if a conflict exists or arises during my time as a Review Committee member for the Governor's Service Awards. I also will not divulge and confidential information of which I may become aware during my time. I further understand that I must sign this Confidentiality and Conflict of Interest Certificate.

Signature

Date