

The Midlands STEM Charter School Conflict of Interest Policy and Procedures

OFFICE OF RESPONSIBILITY: Finance **EFFECTIVE DATE:** 07/01/2026

THE Midlands STEM Charter School RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.

POLICY:

The purpose of the Conflict of Interest Policy is to establish the basic structure for ethical conduct and avoidance of conflicts of interest on the part of the Midlands STEM Charter School employees, officers, and agents (collectively referred to as “employees”) and its Board members. The Policy also outlines standards of conduct governing the actions of the Midlands STEM Charter School’s employees engaged in the selection, award and administration of contracts, in accordance with 2 C.F.R. §200.318(c)(1).

Midlands STEM Charter School employees will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the Midlands STEM Charter School. This includes using information, data, or Midlands STEM Charter School resources for any purpose outside the employees’ Institutional responsibilities. In addition, employees are not permitted to sell instructional supplies or equipment (including reference books) within communities served or schools authorized by the Midlands STEM Charter School. In accordance with the Federal Education Rights to Privacy Act (FERPA) and other applicable privacy laws, employees are not permitted to furnish the names of students or parents/legal guardians to any vendors or individuals unless an allowable exclusion applies.

In an effort to minimize conflicts of interest that may arise under S.C. Code Ann. Title 8, Ethical Conduct of Public Officials and Employees, and serve the best interests of the Midlands STEM Charter School, family members of any current Board member or Midlands STEM Charter School staff are not eligible for employment with the Midlands STEM Charter School. For the purposes of this Policy, “family member” is defined in the following Procedures section.

The Superintendent and the Director, with documented joint agreement, are empowered to make non-material modifications to Midlands STEM Charter School policies without additional approval of the Board of Directors. For the purposes of this Policy, “non-material” modifications are defined as minor modifications which do not change the substance of such a document in any material respect.

PROCEDURES:

All Midlands STEM Charter School employees are under the jurisdiction of the S.C. Code Ann. Title 8, Ethical Conduct of Public Officials and Employees, and subject to the rules of conduct of the statute, incorporated here. Such rules include the following:

Section 8-13-750. No Board member or Midlands STEM Charter School employee may cause the employment, appointment, promotion, transfer or advancement of a family member to a state or

local office or position in which the Board member or Midlands STEM Charter School employee supervises or manages. Similarly, no Board member or Midlands STEM Charter School employee may participate in an action related to the discipline of a family member of a Board member or Midlands STEM Charter School employee.

“Family member” includes the Board member or employee's spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild. Any individual claimed by a Board member or employee or their spouse as a dependent for income tax purposes is also considered a “family member” under this policy.

Section 8-13-705. A Midlands STEM Charter School employee or Board member may not, directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive or agree to receive anything of value (defined below) for him/herself or for another person in return for being:

- Influenced in the discharge of his/her official responsibilities;
- Influenced to commit, aid in committing, collude in, allow fraud, or make an opportunity for the commission of fraud on a government entity; or
- Induced to perform or fail to perform an act in violation of his/her official responsibility.

Section 8-13-100. “Anything of value” is defined as (i) a pecuniary item, including money, a bank bill, or a bank note; (ii) a promissory note, bill of exchange, an order, a draft, warrant, check, or bond given for the payment of money; (iii) a contract, agreement, promise, or other obligation for an advance, a conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, or transfer of money; (iv) a stock, bond, note, or other investment interest in an entity; (v) a receipt given for the payment of money or other property; (vi) a chose-in-action; (vii) a gift, tangible good, chattel, or an interest in a gift, tangible good, or chattel; (viii) a loan or forgiveness of indebtedness; (ix) a work of art, an antique, or a collectible; (x) an automobile or other means of personal transportation; (xi) real property or an interest in real property, including title to realty, a fee simple or partial interest in realty including present, future, contingent, or vested interests in realty, a leasehold interest, or other beneficial interest in realty; (xii) an honorarium or compensation for services; (xiii) a promise or offer of employment; (xiv) any other item that is of pecuniary or compensatory worth to a person.

“Anything of value” does **not** mean:

- Printed informational or promotional material, not to exceed \$10 in monetary value •
- Items of nominal value, not to exceed \$10, containing or displaying promotional material •
- A personalized plaque or trophy with a value that does not exceed \$150 •
- Educational material of nominal value directly related to the Midlands STEM Charter School employee's official responsibilities

- An honorary degree bestowed upon an Midlands STEM Charter School employee by a public or private university or college
- Promotional or marketing items offered to the general public on the same terms as the Midlands STEM Charter School employee

Section 8-13-715. An Midlands STEM Charter School employee or Board member acting in an official capacity may not receive anything of value for speaking before a public or private group. However, an Midlands STEM Charter School employee is not prohibited from accepting a meal provided in conjunction with a speaking engagement where all participants are entitled to the same meal and the meal is incidental to the speaking engagement.

Section 8-13-700. A Midlands STEM Charter School employee or Board member may not knowingly use his/her official office, membership, or employment to obtain an economic interest of him/herself, a member of his/her immediate family or an individual or business associate. If the employee is required to make a decision or take an action which benefits the aforementioned, he/she must prepare a written statement describing the matter and the nature of the potential conflict of interest and submit it to his/her superior, who will assign the matter to another employee.

Section 8-13-725. A Midlands STEM Charter School employee or Board member may not use or disclose confidential information gained in the course of or by reason of his/her official responsibilities in a way that would affect an economic interest held by him/her, a member of his/her immediate family, an individual with whom he/she is associated, or a business with which he/she is associated.

Section 8-13-720. A Midlands STEM Charter School employee or Board member may not solicit or receive money in addition to that received in his/her official capacity for advice or assistance given in the course of his/her employment as a Midlands STEM Charter School employee or Board member.

Section 8-13-765. A Midlands STEM Charter School employee or Board member may not use governmental personnel, equipment or materials in an election campaign.

Section 8-13-730. A Midlands STEM Charter School employee or Board member may not serve as a member or employee of a government regulatory commission that regulates any business with which the employee is associated.

Section 8-13-740. A Midlands STEM Charter School employee or Board member may not represent another person before a governmental entity.

Section 8-13-710. Any Chief Administrative Official, Deputy or Assistant of a Division, Chief Financial Official, or Chief Purchasing Official who receives, accepts, or takes, directly or indirectly, from a person, anything of value worth twenty-five dollars or more in a day and anything of value worth two hundred dollars or more in the aggregate in a calendar year must report the item of value on his/her statement of economic interests.

Conflicts of Interest in Federal Procurement Procedures

No Midlands STEM Charter School employees or Board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or Board member or any member of his or her immediate family (as defined in “family member” above), his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The employees and Board members may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value.

Upon discovery of any potential conflict, the Midlands STEM Charter School will disclose in writing the potential conflict to the federal awarding agency in accordance with applicable federal awarding agency policy. The Midlands STEM Charter School will also disclose in writing to the federal awarding agency or pass-through any violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award.

Section 8-13-760. An Midlands STEM Charter School employee or Board member who is participating directly in procurement, as defined in Section 11-35-310(22), may not resign and accept employment with a person contracting with the governmental body if the contract falls or would fall under the employee or Board member’s official responsibilities.

Approved 09/28/26