**Kansas Fights Addiction Grant Review Board**

**Confidentiality and Conflict of Interest Statement**

**Statement of Confidentiality**

It is the policy of the Kansas Fights Addiction Grant Review Board that Board members will not disclose confidential information belonging to, or obtained through their affiliation with the Board, to any person, including their relatives, friends, and business and professional associates, unless the Board has authorized disclosure. This policy is not intended to prevent disclosure where otherwise required by law.

Confidentiality is the preservation of privileged information. Board members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to the Kansas Fights Addiction Grant Review Board to avoid unauthorized disclosures of confidential information.

While Board members are encouraged to discuss the Board with one another and promote opportunities to the public provided by the Board, they shall not report opinions expressed in meetings nor shall they report independently on committee action, or engage in any communication that has not been approved by the Board or that would not be supported by Board policy, procedures, or decisions.

At the end of a Board member’s term or upon their retirement, resignation, or removal from the Board, they shall return, at the request of the Board, all documents, papers, and other materials in their possession, regardless of medium, which may contain or be derived from confidential information. It is expected that Board members will not use any confidential information acquired by virtue of being on the Board, even after they complete their service with the Kansas Fights Addiction Grant Review Board.

**Conflict of Interest**

Those who choose to serve as members of the Kansas Fights Addiction Grant Review Board assume an obligation to do so without intent to personally gain from that service, without regard to personal relationships, and without financial gain to their company or employer.

It is the duty of the individual members of the Kansas Fights Addiction Grant Review Board to disclose to the Chair of the Board, in advance, any circumstances which may give rise to an actual or perceived conflict of interest or impropriety. Potential conflicts include but are not limited to advising grant applicants on their applications and applications submitted by an entity that employs or is otherwise affiliated with a Board member.

Following disclosure and any discussion with the disclosing Kansas Fights Addiction Grant Review Board member, that member shall leave the Board meeting while determination of a conflict of interest is discussed and voted upon. The Board may confer with legal counsel or other third parties in making that determination. The remaining Board may decide, by a majority vote, if a conflict of interest exists.

If the Kansas Fights Addiction Grant Review Board determines that a conflict of interest exists, the Board shall decide, by a subsequent majority vote, what limitations the Board will impose on the participation of the conflicted Board member in business related to the conflict. A Board member who acts in furtherance of an identified conflict of interest may be the subject of a complaint to the Kansas Ethics Commission or other entities as appropriate.

**Certification**

I have read the foregoing Kansas Fights Addiction Grant Review Board’s Confidentiality and Conflict of Interest Statement. I agree to abide by the requirements of the statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the statement has occurred.

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Name

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Signature

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Date