



## Policy on Conflicts of Interests and Confidentiality IDALS Specialty Crop Block Grant Review Committee

This conflict of interest policy is designed to help members of the IDALS Specialty Crop Block Grant Review Committee identify situations that present potential conflicts of interest. A Reviewer must consider and declare the possibility of perceived conflicts of interest as well as actual conflicts of interest.

### Definition

A conflict of interest is defined as the Reviewer's having a significant employment relationship with the applicant or cooperators, or being a member of the board of directors, or having a financial interest or arrangement with the applicant or cooperators, including but not limited to an investor, a consultant, or a competitor, or an immediate family member of such a person. A conflict of interest would exist when a Reviewer participates on the IDALS Specialty Crop Grant Review Committee in a way that directly affects the personal or financial interest of the Reviewer, the Reviewer's family, or an organization the Reviewer serves. For the purpose of this definition, "immediate family" means a Reviewer's spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister,

### Gifts, Gratuities and Entertainment

A Reviewer cannot accept gifts, entertainment, or other favors from any individual or entity that has received or is seeking to receive a grant from the IDALS Specialty Crop Block Grant Program under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Reviewer in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of IDALS Specialty Crop Block Grant Review Committee.

### Procedures

Prior to committee discussion on an application involving a conflict of interest, any Reviewer having a conflict of interest and who is in attendance at the meeting shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting. If a conflict of interest is not known prior to the discussion such disclosure shall be made as soon as the conflict of interest is known to the Reviewer.

A Reviewer who has a conflict of interest shall not participate in or be permitted to hear the committee's discussion of the matter except to disclose material facts and to respond to questions. Such Reviewer shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. A Reviewer who has a conflict of interest with respect to an application shall not be present in the meeting room when the determination to recommend or not recommend an application is made.

In the event it is not entirely clear that a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or Reviewer leading the meeting, who shall determine whether there exists a conflict of interest that is subject to this policy.



## IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

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### Confidentiality

Each Reviewer shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the IDALS Specialty Crop Block Grant Review Committee. Furthermore, Reviewers shall not disclose or use information relating to the business of the IDALS Specialty Crops Block Grant Review Committee for the personal profit or advantage of the Reviewer or an immediate family member.

### Review of policy

Each Reviewer shall be required to read a copy of this policy and to acknowledge in writing that he or she has done so. Should a Reviewer be reappointed to the committee, he or she shall annually read a copy of this policy and to acknowledge in writing that he or she has done so.

This policy may be revised by the Iowa Department of Agriculture and Land Stewardship. Any revisions to the policy shall be communicated immediately to all committee members.

***I have reviewed, and agree to abide by, the Policy on Conflicts of Interest and Confidentiality of the IDALS Specialty Crop Block Grant Review Committee.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_