



## Idaho Small Business Development Center Conflict of Interest Agreement

1. Definitions:

**Consultant** is defined in this agreement to include Idaho Small Business Development Center (Idaho SBDC) consultants, other employees of the Idaho SBDC (host and regional), faculty members performing services for the Idaho SBDC and volunteers.

**Service Area** is defined in this agreement as the Regional SBDC service area from which the consultant performs services.

**Client** is defined in this agreement as an individual who signs a Request for Counseling form, or an individual who within the last six months has attended a training session in which the consultant was involved.

2. Consultants are subject to conflict of interest policies of the entity sponsoring the Regional SBDC.

3. Consultants shall not:

- a. Engage in nor participate in activities that create a conflict of interest or the appearance of a conflict of interest.
- b. Recommend the purchase of goods or services from sources in which they have a direct economic interest or which they represent.
- c. Accept fees, commissions, or things of value from third parties as a result of recommending any services, equipment or supplies to a client.
- d. Accept fees or commissions.
- e. Solicit work from a client for pay or for any other benefits.
- f. Invest in the business of any client within the consultant's service area.

4. Consultants shall:

- a. Maintain high standards of professional conduct.
- b. Treat all client information available with the strictest degree of confidentiality during and after the relationship. No information about any client may be disclosed to any non-SBDC personnel without the client's permission, nor may any specific confidential information obtained from one client be used to assist any other client without both of the clients' permission.
- c. Notify the Regional Director should the consulting relationship change and the client request the consultant's professional services. If the consultant is approached by a client to work for pay and the consultant desires to accept the opportunity, the consultant should immediately contact the Regional Director. The Regional Director can then contact the client for verification. The Regional Director shall then investigate and recommend appropriate action to the State Office as to whether it is a conflict of interest for the consultant to perform work for the client. To avoid a violation of the conflict of interest policy, the consultant must receive written approval from the State Office.

5. **Acknowledgement**

All procedures and policies have been discussed and thoroughly explained to me by the Regional Director. I have read and understand this agreement and agree to abide by the Idaho Small Business Development Center Conflict of Interest Policy.

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Printed Name

Signature

Date

I have explained this policy to the above Consultant; the Consultant assures me that he/she understands the policy and will abide by it.

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State/Regional Director

Date