



## Conflict of Interest – Standards of Conduct

**As a condition of my employment/partnership with America's SBDC Iowa (IASBDC),  
I agree to the following:**

- I shall not use my position for a purpose that is, or gives the impression of being motivated by a desire for personal gain for myself or persons with whom I have business, family, or other relationships;
- I shall not recommend the purchase of goods or services from sources in which I have a direct or indirect interest;
- I shall not solicit or accept, or appear to solicit or accept any gift, loan, reward, equity in a business, compensation, or other monetary remuneration, promise of future employment, favor or service from third parties who supply goods or services to the IASBDC;
- I shall not solicit or accept private business consulting/counseling engagements from any persons seeking counseling from the IASBDC Network during my term of employment. Nor will I solicit an engagement as paid consultant for an IASBDC client within six months subsequent to the term of my employment;
- I shall not invest in the business of any IASBDC client;
- I shall hold the affairs of all persons seeking IASBDC services in strict confidence and maintain the high standards of professional conduct;
- I will safeguard the confidentiality of clients and client information:
  - I will not keep client information on any electronic device that is not password protected.
  - Any paper files or information will be safeguarded while they are in my possession.
- I shall disclose all outside employment and business ventures to IASBDC State Director for review for any potential conflict of interests with IASBDC services and or products,
- Disregard of any of the above may lead to immediate dismissal or other remedies.

I have read the terms of this agreement and agree to abide by these terms.

---

Counselor/Employee's Name (print)

---

Signature

---

Date

I have agreed to submit this document by electronic means. By signing this document electronically, I certify that my answers are correct and complete to the best of my knowledge. I also certify that I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By typing my name above, I am electronically signing this document.