



## **Attachment O**

### **Code of Conduct/Confidentiality/Conflict of Interest Form** Small Business Development Center (SBDC) Volunteer

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>
<b>Work phone</b>		<b>Home phone</b>
<b>Cell phone</b>		<b>Email</b>
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>

#### I. Code of Conduct/Confidentiality/Conflict of Interest:

I \_\_\_\_\_ (name) understand and agree that, as a condition participating as a volunteer with the SBDC Service Center at \_\_\_\_\_ (institution) being funded by the SBDC Program, will adhere to the following statements. I:

#### **A. Code of Conduct**

1. **WILL NOT** solicit or accept, or appear to solicit or accept, any gift, loan, reward, equity in business, compensation or other monetary remuneration, promise of future employment, favor, or preferential service from any SBDC client/training attendee;
2. **WILL NOT** knowingly make any false oral or written statement concerning a Small Business Development Center client/training attendee;
3. **WILL NOT** knowingly make any false oral or written statement concerning the SBDC Program, my SBDC duties, including but not limited to, counseling records or reported measures;
4. **WILL NOT** use SBDC Program equipment, supplies, research tools, or other resources for any non SBDC Program activity;
5. **WILL NOT** provide SBDC Program services to any restricted client/training attendee or business as outlined in the cooperative agreement between SFCC and the SBDC Service Center institution.

#### **B. Confidentiality**

1. **WILL NOT** release the client's/training attendee's name, address, telephone number or email address to any person or entity, including my institution, outside the SBDC Program;
2. **WILL NOT** release information about any client's/training attendee's relationship with



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the SBDC Program, or any information about the business or personal matters of any client/training attendee to any person or entity outside the SBDC Program;

3. **WILL NOT** store any client information in any location;
4. **WILL** treat all client/training attendee information available to me and not readily available in the public domain as confidential during and after my involvement with the SBDC, and will only use this information as it relates to my working with the SBDC;
5. **WILL** promptly report cybersecurity breaches or Neoserra access phishing attempts to the Service Center Director;

#### **C. Conflict of Interest**

1. **WILL NOT** recommend to a client/training attendee the purchase of goods and/or services from a firm in which I have a material, financial interest or represent;
2. **WILL NOT** accept fees, commissions, gifts or other favors from third parties who have supplied goods and/or services on my recommendation to SBDC Program client/training attendee;
3. **WILL NOT** solicit the private engagement of my services to a client/training attendee at any time during the term of the client's/training attendee's relationship with the SBDC Program or my involvement by the SBDC network;
4. **WILL NOT** utilize SBDC Program material, equipment, property, publications, or other documents which were developed or prepared with SBDC Program funds for personal use or other unauthorized use not related to SBDC Program services;
5. **WILL NOT** refer client/training attendee to outside business endeavors in which I or my immediate family members have financial interests;
6. **WILL** disclose below in II or in writing notify in advance the SBDC Service Center Director and SBDC Executive State Director (or his/her designated person) the nature of the proposed or current activity and any potential for conflict of interest which might arise from it.

#### II. Disclosure of actual or potential conflicts of interest:

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#### III. Acknowledgment:

I have read the Code of Conduct/Confidentiality/Conflict of Interest Form set forth above and agree to comply fully with its terms and conditions at all times during my volunteer service with the SBDC Program. If at any time following the submission of this agreement, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the SBDC Service Center and SBDC Lead Center in writing; and

It is further understood that if any of the above conditions are violated during my term as an SBDC Program volunteer from 01/01/22 – 12/31/22, it may be grounds for removal of any involvement in the SBDC Program.

<hr/> Date	<hr/> Name SBDC Program volunteer	<hr/> Signature
<hr/> Date	<hr/> Name SBDC Service Center Director	<hr/> Signature
<hr/> Date	<hr/> Name Assigned Associate State Director	<hr/> Signature