

Antrim County Commission on Aging
VOLUNTEER APPLICATION

Name _____

Address _____ Zip _____

Phone (Home) _____ (Cell) _____

Email _____

Emergency contact _____ Phone _____

Past Volunteer Experience _____

Current or Previous Employment _____

TIME AVAILABLE FOR VOLUNTEERING
(Circle all that apply)

Monday Tuesday Wednesday Thursday Friday

Weekly

Semi-weekly

Monthly

As Needed

Morning

Afternoon

Hobbies, interests, skills: _____

How would you like to help this organization? _____

(M.O.W's, Newsletter, Kitchen, Etc.)

Antrim County
Commission on Aging

Phone 533-8703
Area Code 231

P.O. Box 614
Bellaire, Michigan 49615

REQUEST FOR CRIMINAL HISTORY

A Criminal History Record is being requested by the Antrim County Commission on Aging.

I. Requesting Company's Name and Address:
Antrim County Commission on Aging
308 E. Cayuga - P.O. Box 614
Bellaire, MI 49615-0614

II. A history is requested for the volunteer:

(Full First, Middle, Last Name)

(Maiden Name, Previous Married Name or Alias)

(Current Mailing Address)

(D.O.B.)

(Drivers License Number)

I understand that new State regulations require a Criminal History Record search for all persons participating in volunteer positions providing services to governmental agencies. My signature below authorizes the Antrim County Commission on Aging to perform a Criminal History Record search on myself. Further, I understand that should I refuse to allow the Antrim County Commission on Aging to perform a Criminal History Record search, I will not be allowed to continue in any in-home volunteer position.

(Volunteer Signature)

(Date)

ANTRIM COUNTY COMMISSION ON AGING
POLICY/PROCEDURE

PROGRAM: Home Health (x) HomeMaker (x) Aging & Office Services (x)

SUBJECT: Confidentiality Policy/Procedure Number 3006-B of Sep 2012

ISSUED BY: Director APPROVED BY: Commission on Aging Board of Advisors

PURPOSE:

Provide mechanisms to maintain confidentiality for Clients', staff and potential employees' personal information.

POLICY:

- Client health information including non-healthcare information contained in reports, records, electronic files and in oral and written communications, including information obtained in person or via phone is considered confidential.
- Unauthorized disclosure of such information by any employee or volunteer shall be considered sufficient grounds for dismissal.
- Unauthorized disclosure by staff or volunteers of employee files or disciplinary actions, or any information received on potential employees, to any other staff, volunteers or members of the public shall be considered sufficient grounds for dismissal.
- All staff and volunteers provide confidentiality for clients and client clinical records in order to protect the clients right to privacy and to prevent the clinical record from loss, alteration, unauthorized use or damage, along with preserving the clients' right to privacy of their non-healthcare information.
- All employees and volunteers must sign the below Employee/Volunteer Confidentiality Acknowledgement.

**EMPLOYEE/VOLUNTEER CONFIDENTIALITY
ACKNOWLEDGEMENT**

I, _____ will keep confidential any information I obtain about clients that I provide Antrim County Commission on Aging services to as noted above. I discuss any problems I observe about the recipient of these services only with the Director or appropriate staff at the Antrim County Commission on Aging Office.

Signature

Date

Mailing Address

Phone Number

REFERENCE: HIPAA Act of 1996

DISTRIBUTION: Original copy to employee/volunteer file

ANTRIM COUNTY DRUG FREE WORK PLACE POLICY

Illegal drugs in the work place present a danger to us all. Drugs impair safety and health, can promote crime, lower productivity and work quality and undermine public confidence. Antrim County will not tolerate the illegal use of drugs, and now by law, it cannot. The Drug Free Work Place Act of 1988 (effective March 18, 1989) holds employers who receive federal grants responsible for certifying that they maintain a drug free workplace. The purpose of this policy is to implement procedures for the notification to employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and to also establish procedures for actions that will be taken against employees for violation of such prohibitions.

Effective immediately, all Antrim County premises, including work sites and Antrim County vehicles, are declared to be drug free workplaces. This means:

- All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.
- Employees violating this policy are subject to appropriate personnel/disciplinary action, which may include termination and/or other remedial measures as the individual circumstances warrant.
- Antrim County will provide for a drug awareness program for all employees regarding the dangers of drug abuse in the work place. To assist employees in overcoming drug abuse problems, Antrim County may offer an Employee Assistance Program. See your supervisor, or the Coordinator/Planner for information regarding this option.
- *As a condition of employment, all employees must abide by this policy and must notify the Antrim County Coordinator/Planner of any conviction (including pleas of guilty or nolo contendere) for a violation occurring in a County work place within five (5) days of the conviction occurring. Failure to so inform the County may subject the employee to disciplinary action, up to and including termination for the first offense. Antrim County, in accordance with the law will notify the granting agency within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.*
- Antrim County reserves the right to offer employees convicted of violating a criminal drug statute in the work place participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

Through this policy, Antrim County demonstrates support for the purposes and goals of the Drug Free Workplace Act. It is the intention that all employees of Antrim County will embrace the drug free work place concept, and strive to make this policy a lasting success.

ALL EMPLOYEES ARE REQUIRED TO SIGN BELOW TO ACKNOWLEDGE THAT THEY HAVE READ AND RECEIVED A COPY OF THIS POLICY.

DATE: _____ SIGNATURE _____

Antrim County Discrimination and Harassment Policy

Policy Adopted: December 11, 2008

Antrim County strives for a work environment in which employees conduct themselves with dignity and treat everyone with respect. Antrim County believes employees should be able to work in an environment free of discrimination and harassment. Discrimination or harassment of or by any employee because of race, color, religion, national origin, age, sex, height, weight, disability or any other protected characteristic is unlawful and will not be tolerated.

Discrimination because of sex includes sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature under the following conditions:

- Submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of the conduct or communication is used as a factor in decisions affecting an individual's employment; or
- The conduct or communication has the purpose or effect of unreasonably or substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual harassment can occur between members of opposite sex or of the same sex.

No employee or applicant should be subjected to unsolicited and/or unwelcome sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. Other examples of sexual harassment include, but are not limited to: sexually-oriented "kidding", "teasing" or jokes; repeated offensive flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; subtle pressure for sexual activity; and physical contact or a blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Other prohibited forms of harassment include jokes, verbal abuse, slurs, nicknames, degrading comments, the display of objects, pictures and cartoons and other offensive

conduct relating to an individual's race, color, religion, national origin, age, sex, height, weight, disability or other protected characteristic.

Any employee who believes he or she has been discriminated against or harassed in connection with his or her employment by any other employee, elected official, customer or anyone else, or who knows of discrimination or harassment perpetrated by an employee, should, if practical, ask the other person to stop their offending behavior and tell them it is unwelcome and also has the obligation to immediately report the matter. Failure to promptly report the matter could result in the discrimination or harassment continuing and could also impede the ability of Antrim County to investigate and remedy the situation.

The report should be made to the employee's immediate supervisor or, if the employee prefers, to the Coordinator/Planner. The Coordinator/Planner will then promptly conduct an investigation in as confidential a manner as possible. If the alleged harasser is in the Coordinator/Planner office or a County Commissioner the employee should make his/her report to the Prosecuting Attorney. If it is determined that discrimination or harassment occurred, the County will take appropriate action, which may include termination of employment, depending upon the circumstances.

Antrim County prohibits retaliation against anyone who makes a report of discrimination or harassment, or who takes part in the investigation of the report.

This Discrimination and Harassment Policy replaces the Antrim County Sexual Harassment policy adopted on December 10, 1998 and amended on April 8, 1999.

I have received and read this Policy.

Signature

Please Print Name

Date

Antrim County Safe Driver Program Policy

Purpose: Antrim County places the highest value on the safety and health of Antrim County employees and the well being of its citizenry. Antrim County acknowledges the need for safe operation of County vehicles by its employees, and has established this safe driver program policy to ensure that all employees who are granted the privilege of driving a County vehicle are safe and properly licensed operators.

Antrim County has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the privilege to drive for failure to meet those standards. This policy defines the minimum standards for all County employees. Nothing herein shall be construed as to limit departments from setting higher standards that may be necessary to meet the particular needs of the individual departments.

Notwithstanding anything to the contrary in this policy, the County reserves the right to prohibit or limit any employee's use or operation of any County owned vehicle for any reason.

The specific responsibilities of an employee operating an Antrim County vehicle are:

1. Have a valid and properly classed Michigan vehicle operator's license.
2. Not drive in violation of any restrictions associated with their license.
3. Safely operate their assigned County vehicle or personal vehicle.
4. Properly use furnished seat belts and/or other vehicle safety restraints when driving or riding in a County owned vehicle.
5. Advise the department head immediately of any accident.
6. Advise the department head immediately the loss of their valid operator's license by suspension, revocation, or expiration. Failure to comply may result in discipline up to and including employment termination.
7. Maintain an assigned County vehicle's cab, bed and/or body in a clean and safe condition.
8. Conduct a daily safety check prior to driving a County assigned vehicle.
9. Promptly report to the on-duty supervisor or department head any vehicle safety defect found during inspection or while operating the vehicle. Failure to report safety defects found during inspection or while operating the vehicle may result in discipline up to and including employment termination.

Failure to comply with any of these rules may result in discipline up to and including discharge.

Any employee who operates an Antrim County vehicle must complete a form provided by the County that authorizes the County to check their driving record.

Each department head is responsible to:

- Ensure all employees are informed of this policy.
- Identify all employees in their department who operate a County owned vehicle, and ensure that they are included in the County's motor vehicle record flag program.
- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Ensure that all assigned vehicles are inspected as required.
- Ensure the safe maintenance and operation of all assigned County owned vehicles.

- Ensure that when an employee who does not regularly use their personal vehicle in the performance of their duties, that such employee does comply with sections of this policy that applies to such employee.
- Ensure that thorough and timely accident investigations are conducted and reported.
- Maintain a record of all safety checks performed by employees in their department.
- Deliver all necessary completed forms to the Coordinator/Planner Office for all employees who operate any County vehicles. A list will be compiled and sent to the Michigan Secretary of State's Office for a check into the driving record of each employee.
- Ensure that any disciplinary measures taken related to this policy are consistent with the overall intent of this policy.
- Administer and enforce all County-wide and departmental policies and procedures regarding vehicle operation.

The Coordinator/Planner Office is responsible to:

- Maintain the motor vehicle record flag program.
- Assist the department heads with making sure that all employees within their department, who operate a County vehicle, have a valid operator's license.
- Monitor the program and motor vehicle records and report record development to the appropriate department head.
- Provide consultation and training to the departments as needed.

Anyone found not to have a valid Michigan driver's license (or is not properly classed), or driving in violation of restrictions of their license will lose the privilege to operate a County vehicle and may be subject to discipline, as applicable.

Through the Motor Vehicle Record Flag Program offered by the State of Michigan Secretary of State's Office, a check on each individual's driving record will be performed once a year. Additionally, the Secretary of State will notify the Coordinator/Planner Office when an infraction is posted to a given record.

General provisions:

- Only those employees who are determined to be safe operators, will be allowed to operate a County owned vehicle.
- All employees and occupants shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle.
- No employee shall knowingly operate a vehicle found to be in violation of a state safety code or the laws of the State of Michigan.
- An employee who does not regularly operate their personal vehicle in performance of their duties may operate their personal vehicle without review of their driving record when such operation is incidental to the performance of their duties. (i.e. driving to and from trainings, conferences, meetings, etc.) However, such employee must also comply with paragraphs 1 to 5 under "Responsibilities of An Employee Operating an Antrim County Vehicle".

Application of Antrim County Safe Driver Program Policy to employees who regularly use their personal vehicles in the performance of their duties:

- The Antrim County Safe Driver Program shall apply to any employee who regularly operates their personal vehicles in the performance of their duties, including but not limited to such departments or agencies as the Construction Code Department and the Commission on Aging.

Corrective Action Including Discipline:

Each department is encouraged to develop and implement a plan for reviewing vehicle accidents and administering appropriate corrective action. The following are minimum standards, which should be included in departmental plans:

- The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are safe drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a corrective action program. Discipline may also be an appropriate form of corrective action.
- An unacceptable motor vehicle driving record (see page 5-6) is one indication that an employee may not be a safe driver. The Coordinator/Planner's office will identify employees who develop unacceptable driving records and notify the appropriate department. Departments are encouraged to immediately enroll these employees in municipal-sponsored drivers training programs, or consult with the Coordinator/Planner's office about other appropriate training opportunities, and monitor the employees driving performance.
- Preventable accidents involving stationary objects are the most frequent and preventable form of vehicular accident. Preventable accidents involving stationary objects shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.
- Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action.

Definitions:

Motor Vehicle Record Flag Program: A program provided by the Secretary of State's office by which a court print driving record can be automatically produced and sent to an enrolled municipality when a conviction, accident or suspension is posted to a given record.

Preventable Accident: Any vehicle accident in which the driver/operator failed to do everything he/she reasonably could have done to prevent the accident.

Vehicle Accident: Any occurrence involving a County-owned, rented or leased motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q), trailer or any other motorized contrivance now known or invented in the future, which results in a death, personal injury or property damage.

Employee: Any regular full-time or part-time or temporary full-time or part-time employee, elected officials, volunteers or any other person who has reason to operate a County vehicle.

County Vehicle: Any County owned, rented or leased motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q), trailer or any other motorized contrivance now known or invented in the future and used by an employee for County business.

Applicant Screening Guide

Conviction of law violations or civil infractions may serve as a basis for disqualification of the privilege to operate a County vehicle or personal vehicle used by an employee for County business. The applicant's total record will be evaluated; the applicant must have at least two (2) years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances, the number, and how recent the violations are will be considered for both an applicant and an employee. For example, multiple convictions of the same offense can be disqualifying as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points (e.g., improper plates, expired plates) or civil infractions may be considered when determining qualification as exhibiting a lack of ability to follow rules and a disregard for the law. The County may also consider convictions arising not only from the operation of a motor vehicle, but also from the operation of a motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q) or any other motorized contrivance now known or invented in the future.

For purposes of determining disqualifying violations, Antrim County will consider only those offenses followed by a conviction (forfeited bond, jailed, fined, "let off with a warning," order to attend traffic school). For purposes of establishing time frames for disqualification, the County will use the date of the actual violation.

The Convictions Noted Below Will Be Cause for Automatic Disqualification:

1. Conviction of a driving related felony.
2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State driver's license point system.
Exception: *Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) or civil infraction determination(s) in the five years previous to making application to the County will be accepted, or in the case of an employee, five years from the date of disqualification.*
3. An at-fault accident resulting in a fatality. An at-fault accident is defined as one in which the applicant had been fined, sued and received an adverse judgment, applicant's insurance company settled for damages to other party or applicant settled out of court, or otherwise was determined to be liable arising from the operation of a motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q) or any other motorized contrivance now known or invented in the future.

The Conviction Noted Below May Be Cause for Automatic Disqualification:

1. An at-fault accident resulting in a serious impairment of a body function as defined by MCL 257.58c. An at-fault accident is defined as one in which the applicant had been fined, sued and received an adverse judgment, applicant's insurance company settled for damages to other party or applicant settled out of court, or otherwise was determined to be liable arising from the operation of a motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q) or any other motorized contrivance now known or invented in the future.

Disqualification if Five Years Prior to Application or within 5 years of Approval:

1. If Applicant has accumulated more than six (6) points on his/her driving record, the application will not be processed for consideration.
2. If an employee has accumulated more than six (6) points on his/her driving record, the County shall revoke driving privileges under this policy. The County, at its sole discretion, may allow such employee to submit an application for consideration of reinstatement of driving privilege before the expiration of five (5) years. However, the County is not required to approve such an application.
3. If Applicant has any alcohol/drug related convictions, application will not be processed for consideration.
4. If an employee, after being approved under this policy obtains any alcohol/drug related convictions, the County shall suspend driving privileges for five (5) years.
5. If Applicant has any conviction of driving while license was suspended or revoked, application will not be processed for consideration.
6. If an employee, after being approved under this policy obtains any conviction of driving while license was suspended or revoked, the County shall revoke driving privileges under this policy. The County, at its sole discretion, may allow such employee to submit an application for consideration of reinstatement of driving privileges before the expiration of five (5) years. However, the County is not required to approve such an application.

Disqualification if One Year Prior to Application or Within One Year of Approval

1. If Applicant has accumulated more than three (3) points on driving record, application will not be processed for consideration. If an employee has accumulated more than three (3) points on driving record, the County may suspend driving privileges under this policy.

I have been provided with, read and understand the **Antrim County Safe Driver Program Policy**

Signature

Date

Please print name

**Antrim County
Safe Driver Program
Authorization Form**

I hereby authorize Antrim County to review my driving record through the State of Michigan Secretary of State office.

Name *(exactly as it appears on your driver's license)*

Date of Birth

Michigan driver license number

Signature

Date

ANTRIM COUNTY COMMISSION ON AGING
POLICY AND PROCEDURE MANUAL

Title Code of Ethics Policy
P&P No.3004 Date: Oct. 11, 1999
CoA Board Approval 10-11-99

POLICY:

The Antrim County Commission on Aging employees and volunteers shall be responsible for observing the rules of conduct set forth in this Code of Ethics and shall acquaint himself/herself with the rules that relate to his/her ethical and other conduct as a service provider in the aging network.

In order to assure that services to older Americans are conducted effectively, objectively, and without improper influence, all persons involved must maintain the highest level of integrity. Individuals involved must avoid conflicts of their personal interests with public duties and responsibilities. Failure to observe any of these standards is cause for disciplinary action.

The Code of Ethics includes:

- Confidential Information
- Gifts, Entertainment, Favors, Gratuities and Expenses
- Financial Interest
- Conduct on the Job

OBJECTIVE:

To outline ethical principals that will set standards for the Antrim County Commission on Aging Board, Contractors, Advisory Council, staff and individuals, groups and agencies who work in a paid or volunteer capacity serving older Americans.

To assure that all persons involved must maintain the highest level of integrity.

PROCEDURE:

Director

1. Responsible for informing all employees of the Code of Ethics, during orientation.
2. Documentation of orientation is placed in the employee file.

Code of Ethics; Confidential Information

The Federal Freedom of Information Act (5 U.S. Code Annotated, Section 552) and a similar Michigan Statute (P.A. 442 of 1976) require that certain information of a personal nature, where the public disclosure would constitute an unwarranted invasion of the individuals privacy, is considered confidential and therefore exempt from disclosure. For example, names of recipients shall not be made available to the public as this is considered a matter of privacy not required to be divulged under the act. This is necessary because it may involve personal information, which has been furnished in confidence. In addition, information in possession of the Antrim County Commission on Aging and not generally available to the public may not be used for private gain.

Persons involved with the Antrim County Commission on Aging shall not directly or indirectly, make use of or permit others to make use of official information not made available to the general public, for the purpose of furthering a personal interest. Such use of official information is clearly a violation of the public trust.

Persons involved with Antrim County Commission on Aging may not use his/her persona; interest or information acquired in the course of his/her official duties, to further his/her personal interest or to secure privileges or exemptions for himself/herself or others.

Code of Ethic: Gifts, Entertainment, Favors, Gratuities and Expenses.

A. Prohibited Sources

- (1) Persons associated with the Antrim County Commission on Aging shall not solicit or accept directly or indirectly, a gift, payment, subscription, advance, rendering or deposit of money gratuity, favor, entertainment, loan, or anything of value from a person, business or organization with whom he/she has or had official relationships, whether or not proffered or because of any action or decision of the person such as from a person, business or organization that:
 - (a) Has or is seeking to obtain contractual or other business relationship with the Antrim County Commission on Aging.
 - (b) Conducts operations or activities that are regulated by the Antrim County Commission on Aging.

This does not preclude normal business practices, which enable persons to receive general services available to the public at large.

- (2) Persons involved with the Antrim County Commission on Aging shall not distribute, nor cause to be distributed, any advertisement or materials with

samples from vendors, aimed at soliciting money or political support from older persons, unless the materials or information are a benefit, provide a recognized accepted service and done in a tasteful, discreet and non-threatening manner.

- (3) Persons involved with the Antrim County Commission on Aging may not accept, for example, anything of value for assistance provided to travel, or tour guide agencies in developing or arranging travel tours for individuals or organizations in the Antrim County Commission on Aging.

B. Offers from Outside Sources

It is a violation of this code for anyone to directly or indirectly receive, give, offer, or promise anything of value for performance of or to influence the performance of an official act of an individual involved with the Antrim County Commission on Aging.

C. Gifts to Official Superiors

A person involved with the Antrim County Commission on Aging shall not solicit contributions from another involved in the Antrim County Commission on Aging for a gift or make a donation in a nominal amount made on a special occasion, such as marriage, illness, retirement, or recognized bona fide fundraising activities.

D. Being Named in a Will

An individual shall not conduct himself/herself in such a manner as to use his/her position to influence or cause a recipient of services to reward him/her with the benefits of a will as compensation for services.

E. Fundraising Activities

This code of Ethics is not intended to preclude bona fide institutional fundraising activities, i.e. raffles, etc.

F. Harassment

Persons employed or serving as volunteers in the Antrim County Commission on Aging shall not harass or cause harassment to any other individual in any form or manner that violates individual rights, threatens, or implies bodily harm, sexual advances, or ethnic embarrassment.

(Refer to Policy on Sexual Harassment).

Code of Ethics; Financial Interest

A. General Provision

Persons involved with the Antrim County Commission on Aging shall not have a direct or indirect financial interest that conflicts with his/her official duties and responsibilities.

B. Procurement Standards

The Antrim County Commission on Aging shall maintain a code of established standards of conduct that shall govern the performance of its officers, employees or agents engaged in the awarding and administration of contracts for the procurement of supplies, equipment, construction and services. The standards shall provide for disciplinary actions to be applied for violations of the code of standards by which the recipients, officers, employees, or agents are required to comply:

- (1) Antrim County Commission on Aging employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. This is not intended to include bona fide institutional fundraising.
- (2) No employee, officer or agent of the Antrim County Commission on Aging shall participate in the selection, award or administration of a contract where, to his or her knowledge, any of the following has a financial interest in that contract:
 - a. The employee, officer or agent
 - b. Any member of his or her immediate family
 - c. His or her partner
 - d. An organization with whom any of the above individuals are negotiating or has any arrangement concerning prospective employment.

I understand the preceding policy

Signature

Date