NORTH DAKOTA
VOCATIONAL REHABILITATION

NDVR OP 20-13
Effective: July 29, 2020
Supersedes: TAG 16-01
Date Issued: July 29, 2020

CONFLICT OF INTEREST

I. Purpose

To provide guidance to employees regarding avoiding ethical dilemmas in the delivery of VR services when a friend, family member, partner, acquaintance, colleague, or other applies for VR services. Please see the CRC website for the Code of Ethics for specific standards of ethical practice.

II. Procedure

The moment a potential conflict of interest arises, it is the responsibility of the VR staff member to report this to his or her regional administrator (RA). It is the responsibility of the RA to ensure appropriate arrangements are made to ethically handle cases for the following:

- Family members which may include:
  - parents, spouses, partners, siblings, children, step-family members, in-laws, cousins, aunts, uncles, grandchildren, and grandparents

- Other individuals including but not limited to:
  - Friends, colleagues, ex-colleagues, acquaintances, and neighbors

The RA may need to consult with the Chief of Field Services to determine if action is needed to eliminate the conflict of interest. To avoid any type of conflict, a case may be required to be transferred out of the home region. Ethical principles should assist in making the best possible decision for the applicant as well as staff member and regional office. The Chief of Field Services will determine the regional office that will manage the case.

When a case remains in the home region, it will be marked as confidential in AWARE ND, the hard copy file will be secured in a locked file cabinet, and only designated staff members will have access to the case.