



## Conflict of Interest Policy

**Board Approved/Effective Date:** 3/1/2011

The agency is committed to high standards of integrity, fairness and ethical conduct to ensure public trust and accountability. The conflict of interest policy is applicable to all employees, as well as the Board of Directors and others. It is the responsibility of each to avoid any actual conflict of interest or investment that might influence, or give the appearance of interfering with, the independent exercise of his/her judgment in conducting agency business.

All employees, consultants and Board members, contractors, interns and volunteers (hereafter referred to as "individuals") will adhere to the following:

1. Individuals may have no direct or indirect financial interest in the assets or leases, business transactions, or professional services of the agency.
2. Individuals must complete a disclosure statement that is kept on file and updated as necessary. Any conflicts or potential conflicts of interest are reported to the Board and reflected in the meeting minutes or personnel file.
3. Individuals may not participate in decision-making or recommendations (**including voting**) that would result in a conflict of interest, including but not limited to, financial gain either directly or indirectly for themselves or family members.
4. Individuals are prohibited from accepting payment or other considerations for steering/referring program participants to or accepting program participants from any other providers of service, including private practitioners.
5. Individuals may not accept money or favors from program participants or their families/guardians.
6. Preferential treatment is prohibited for employees, Board members and their family members in application for and receipt of agency services.
7. Individuals have a duty to not use or disclose confidential or proprietary information, obtained as a result of his/her relationship with the agency, for personal gain.
8. Individuals may not use agency resources or facilities to conduct non-agency business without prior approval from the President or Executive Director.
9. Employment decisions and opportunities for career advancement must be based on individual qualifications, work history and documented job performance. These decisions are not to be influenced by any employees or Board members, who may be family members or friends. Nepotism, or the appearance of such, is prohibited.

10. Vendors are to be treated fairly to avoid favoritism or the appearance of impropriety. Vendors are to be given equal opportunities for competitive bidding.

Each individual noted above has a responsibility to report non-compliance or suspected non-compliance to the Executive Director or Board President. Action will be taken to evaluate and address non-compliant situations up to and including termination of the non-compliant individual, depending upon the circumstance.

### **ACKNOWLEDGMENT AND DISCLOSURE FORM**

I have read the Forward Journey Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Forward Journey Staff/Board member, consultant, contractor, intern or volunteer. If at any time following the submission of this form 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 Forward Journey Board President &/or Executive Director in writing.

#### **Disclosure of Actual or Potential Conflict(s) of Interest:**

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**Individual's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Definitions**

**Board Members** – All members of the Forward Journey Board of Directors.

**Employees** – All approved full and part-time Forward Journey employees including consultants.

**Relatives** – Those related by blood, marriage, or adoption including spouse, children, parents, siblings or any person who resides in the same household, e.g. co-habitation.

**Conflict of Interest** – A situation or transaction that compromises the relationship between a board member or employee and Forward Journey. A conflict of interest may arise from conditions such as:

- Outside financial/business connections or obligations which affect the operation of the agency
- An employee's outside or supplementary employment which adversely affects an employee's availability or level of performance
- The employment of relatives in situations in which preferential treatment or favoritism occurs.

***This form must be completed annually – on or about January 1<sup>st</sup>.***