

CAPSEA, Inc.

CONFLICT OF INTEREST POLICY

Definition

Members of the Board of Directors, volunteers, and staff are expected to reveal any personal, family or business interests that they have, that, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions. A conflict of interest exists when an individual could benefit, disproportionately from others, directly or indirectly, from access to information or from a decision over which they might have influence, or, where someone might reasonably perceive there to be such a benefit and influence.

Examples of possible conflict of interest situations with respect to Citizens Against Physical, Sexual and Emotional Abuse, Inc. (CAPSEA, Inc.) – (herein “the Agency”) might include, but are not limited to:

- A board member has a personal or business relationship with the agency as a supplier of goods or services or as a landlord or tenant.
- A staff member has a personal or financial relationship with a client of the agency outside of the workplace.
- The Agency is employing someone who is directly related to a board member or staff member.

Conflicts of interest (real or perceived) are unavoidable and should not prevent an individual from serving, as a director or staff member, unless the extent of the interest is so significant that the potential for divided loyalty is present in a large number of situations.

Procedure for handling a conflict of interest

1. Members of the Board, volunteers, and staff have a duty to disclose any personal, family or business interests that may, in the eyes of another person, influence their judgment.
2. The Board as a whole has a duty to disclose specific conflicts of interests to the Agency members, staff, and external stakeholders where that interest may, in their judgment, affect the reputation or credibility of the organization, and to disclose the Board’s procedure for operating in the presence of such conflicts.
3. Board members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having a conflict of interest.

In the course of meetings or activities, the officer, employees, agents, vendors or volunteers of CAPSEA, Inc. shall disclose any conflicts of interest in a transaction or decision.

After disclosure, the officer, employee, agents, vendor or volunteer, will be asked to leave the room for discussion and will not be permitted to vote on the question. The minutes of the meeting will reflect the disclosure made, the vote thereon, and the abstention from voting of any interested party

Any business relationship between an individual (or company where the individual is owner or in a position of authority) and the Agency, outside of their relationship as an officer, employee, agent, vendor or volunteer must be formalized in writing and approved by the Board.

The standards of expected behavior at CAPSEA, Inc. is that all officers, employees, agents, vendors or volunteers scrupulously avoid conflicts of interest between the interest of CAPSEA, Inc. on one hand and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interests, as well as, perceptions of conflicts of interests. Loans to officers, employees, agents or volunteers are expressly prohibited.

Officers, employees, agents, vendors or volunteers of CAPSEA, Inc. are prohibited from accepting gifts from current or prospective suppliers, vendors, and clients. All gifts must be reported to the Executive Director and she/he shall follow the policy outlined in the CAPSEA, Inc. Policy and Procedures Manual regarding the acceptance of gifts and gratuities. Staff may retain items, including giveaways from conventions and trainings. Gifts of food items, such as holiday baskets, are considered to be gifts to the entire staff and not just one person. *The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

If it is found that the policy has been violated, and a formalized due process has occurred and a determination has been made as to the extent of the Conflict of Interest, the officer, employee, agent, vendor or volunteer will be requested to attend a meeting to discuss the matter. If, for example, a staff member received a food basket and did not share with other employees, the employee will be reprimanded. If it is determined and proven that an officer, employee, agent, vendor or volunteer received financial gains due to a Conflict of Interest, that individual may/shall be removed from any position at CAPSEA, Inc. or

barred from doing any further business with CAPSEA, Inc. (The CAPSEA, Inc. Policies and Procedures Manual will be followed at all times).

All interested parties understand that the purpose of this policy is to protect the integrity of the CAPSEA, Inc. decision-making process, to enable our constituents to have confidence in our integrity, and to protect the integrity and reputation of officers, employees, agents, vendors or volunteers.

All parties will sign this statement, and the signed statement will be kept on file, and will be updated as required.

Board Approved: April 12, 2005

Signature of Board, Staff, Volunteer

Date