

Wiregrass 2-1-1
Policies and Procedures

CONFLICT OF INTEREST

Purpose

The purpose of this instruction is to state the Agency's policies concerning employee activities that conflict with the interest of the Agency.

Policies

1. It is the policy of the Agency to prohibit its employees from engaging in any activity, practice, or act which conflicts with or appears to conflict with the interests of the Agency. The prohibitions in this policy are not all-inclusive. Employees have an obligation to avoid conflicts of interest and to refer questions about potential conflicts to the Executive Director.
2. Employees are not to engage in, directly or indirectly, any conduct which is disloyal, disruptive, competitive, or damaging to the Agency.
3. Employees are not to accept full-time, part-time, or temporary concurrent employment with any organization that does business with the Agency or is a competitor of the Agency.
4. Employees and their immediate families are not to accept or solicit gifts, except those of nominal value, from any persons or firm doing, or seeking to do business with this Agency.
5. Employees are not to give, offer, or promise directly or indirectly, anything of value, except nominal, to any representative of a donor, or a potential donor, or of a financial institution in connection with any transaction or business that the Agency may have with such donor, potential donor, or financial institution. In no event will any employee give, offer, or promise directly or indirectly anything of value to any employee, agent or representative of any federal, state, or local government or political subdivision.
6. Employees are not to disclose confidential or proprietary information to anyone, either inside or outside the organization, who does not have a legitimate need to know such information.
7. Violation of this policy may be grounds for disciplinary action up to and including termination as determined by the Executive Director.