

## **306 CONFLICT OF INTEREST**

### **PURPOSE / POLICY**

OCAP conducts business ethically and avoids conflicts of interest including the appearance of such conflicts. All persons involved in the Organization operations have an equal obligation to avoid conflicts of interest.

### **PROCEDURE**

1. Employees are expected to report conflicts of interests to the Executive Director immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below (but are not limited only to these items):
  - a. An outside business interest that competes with the activities of the Organization.
  - b. An outside business that is a purchaser or supplier of goods or services to the Organization.
  - c. An outside business involvement or employment that interferes with the ability to devote necessary attention to the responsibilities at the Organization.
  - d. A relative or person with significant relationship employed by, or has a business interest in companies that compete with, sell to, or buy from the Organization.
  - e. Purchase inducements (gifts, premiums, money, goods, or services) from vendors that benefit the employee personally (direct or indirectly) or are unauthorized or questionable in nature.
2. Personal gifts and favors from people with whom the Organization has a business relationship are prohibited. Minor gifts of more than nominal (\$50.00) should be tactfully declined or returned, to avoid any appearance or suggestion of improper influence.
3. Members of the Board of Directors, Governing Board or Administering Board of any public, private or nonprofit organization funded by State or federal Government, or members of any major policy advisory bodies, are not eligible for employment with the Organization. Former members of the Boards and advisory bodies are eligible for employment following their resignation.
4. When the Board votes and a Board of Director member has a vested interest in the vote (e.g., it is their company, they have family members involved, etc.) that Board member is to leave the room during the entire discussion where conflict may arise and refrain from voting by stepping outside of the room while a vote occurs.
5. The Agency expects employees to conduct business in accordance with relevant policies, procedures, and laws and the refrain from any illegal, dishonest, or unethical conduct.
6. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.