

Conflict of Interest Policy

Family PASS encourages all employees to exercise good judgment and the highest ethical standards in their job responsibilities. Every employee must avoid any activity, business interest, or other situation which could be construed either as in conflict with the organization's best interests or as an interference with the employee's duty to serve the organization to the best of his or her ability.

More specifically, employees should avoid any action that might result in or create the appearance of:

- ❖ Using their positions for personal gain (whether their own or others' with whom they are associated) in a personal, family or business relationship;
- ❖ Giving preferential treatment to any person;
- ❖ Making work-related decisions that affect, involve, or bind Family PASS and our subsidiaries/affiliates outside of official channels or prescribed procedures; or
- ❖ Affecting adversely the confidence of our clients, vendors, or supporters in the integrity of Family PASS or our operations.

It is important to note that employee activities of a personal nature carried out without the use of Family PASS's facilities or resources and on the employee's own time, are not activities covered by this policy. Those activities, however, should neither involve a conflict of interest as defined by this policy, nor impair an employee's ability to contribute effectively to assigned job-related duties.

Questions regarding a particular situation or potential conflict of interest must be disclosed to the Executive Director. The Executive Director, or authorized designee, will review all such matters on a case-by-case basis. If after review, it is determined that a conflict of interest exists, Family PASS may request all participation in the outside activity cease immediately. Conflicts of interest, depending on the nature and severity of the conflict, may result in disciplinary action, up to and including termination of employment.