

Conflict Of Interest And Business Ethics

It is Reclaim's policy that all employees (paid or volunteer) and Board of Directors avoid any conflict between their personal interests and those of the Organization. The purpose of this policy is to ensure that the Organization's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee or director should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Organization.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Organization, by any employee or director who is in a position to directly or indirectly influence either the Organization's decision to do business, or the terms upon which business would be done with such organization;
2. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Organization; and/or
3. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Organization.

A conflict of interest would also exist when a member of the employee's or director's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies of less than \$10, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's and director's responsibility to report any actual or potential conflict that may exist between the employee/director's (and the employee's/director's immediate family) and the Organization.

Employees and directors will reaffirm their Conflict of Interest Statements annually. The Executive Director will review all employees' and directors' Conflict of Interest Disclosures. The President of the Board of Directors will review the Executive Director's Conflict of Interest Disclosures.

If a conflict is disclosed or discovered, the Executive Director and/or President will provide a written warning including the nature and extent of the conflict and a requirement for the employee or director to separate themselves from the conflict until it can be resolved. This may involve a leave of absence or a change of focus. If the employee or director can resolve their COI to the satisfaction (including any necessary documentation) of the Executive Director or President, then the conflict will be considered resolved. If the employee or director cannot resolve the conflict to the satisfaction of the Executive Director or President, then the employee or director will be asked to resign or be terminated.

The Executive Director must promptly disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy. (2 CFR 200.112)

Employee Conflict of Interest Affirmation of Compliance

I have received and carefully read the Conflict of Interest Policy in the Reclaim Employee Handbook. I have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that Snoqualmie Valley Shelter Services dba Reclaim is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal inurement or benefit by board members, consultants/volunteers or staff (other than by salary).

I hereby state that I do not have any conflict of interest, financial or otherwise that may be seen as competing with the interests of Reclaim, nor does any relative or associate have such a potential conflict of interest.

I have not used my relationship with Reclaim to obtain a contract, employment for myself or any of my relatives, from a person or entity that does business with Reclaim.

Neither I nor any of my relatives have been provided use of the facilities, property, or services of Reclaim in a way that is not available to others who benefit from the organization's services.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the Chair of the Board of Directors or to the Executive Director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information, and belief.

I declare the following relationships that may be viewed as a conflict of interest:

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.