

CEE Conflict of Interest Policy

A conflict of interest is defined as an actual or perceived interest by a (staff member/Board member) in an action that results in or has the appearance of resulting in, personal, organizational or professional gain. A conflict of interest occurs when an employee/Board member has a direct or fiduciary interest which includes a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.

It is in the interest of the organization, individual staff and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable business ethics and standards of operation.

Employees are to avoid any conflict of interest and even the appearance of a conflict of interest. Any conflict of interest, potential conflict of interest or the appearance of a conflict of interest is to be reported to the President or Vice President immediately. Employees are to maintain independence and objectivity with applicants, donors, the community and organization. Employees are asked to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation or custom does not require them.

Employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money or gratuities from the following:

1. Persons receiving benefits or services from the organization;
2. Any person or entity performing or seeking to perform services under contract with the organization; and
3. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of the President, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization. The materials, products, plans, ideas, and data of this organization are the property of the employer and should never be given to an outside firm or individual except through normal channels and with appropriate authorization.