



## CONFLICT OF INTEREST POLICY

### Purpose:

This Conflict of Interest Policy outlines the standards of conduct expected from employees of Affirming Heart Victim Services (AHVS), an organization dedicated to child abuse, sexual assault and domestic prevention, investigation, and treatment. The purpose of this policy is to ensure that employees make decisions that are in the best interest of the organization, its mission, and the individuals it serves, while avoiding conflicts of interest that could compromise the organization's integrity.

### Policy:

#### 1. Definition of Conflict of Interest

A conflict of interest arises when an employee's personal interests, relationships, or affiliations interfere or appear to interfere with the employee's ability to perform their duties and responsibilities impartially and in the best interest of Affirming Heart Victim Services.

#### 2. Examples of Conflict of Interest

Examples of conflicts of interest that may arise for employees include, but are not limited to:

- Financial interests, investments, or business relationships that could influence decision-making.
- Relationships with clients, partners, or vendors that could influence decision-making.
- Involvement with other organizations that could result in divided loyalties.
- Accepting gifts, gratuities, or benefits that may influence decisions.
- Misusing organizational resources for personal gain.

#### 3. Disclosure of Conflicts

Employees must promptly disclose any potential or actual conflicts of interest to their supervisor or designated point of contact. This disclosure should include all relevant details and relationships that may be perceived as a conflict.

#### 4. Review and Assessment

Upon receiving a disclosure, an AHVS representative will review the situation to determine the extent and potential impact of the conflict. Affirming Heart Victim Services may seek additional information to make an informed decision.

#### 5. Actions to Address Conflicts

Actions taken to address conflicts of interest may include, but are not limited to:

- Changing an employee's responsibilities to mitigate the conflict.
- Prohibiting an employee from participating in certain decisions.
- Requiring an employee to recuse themselves from discussions or decisions related to the conflict.

- Taking corrective action, which may involve disciplinary measures, if the conflict is not properly addressed.
6. **Avoiding Perceived Conflicts:**  
Employees are encouraged to avoid situations that may give rise to a perceived conflict of interest, even if no direct conflict exists. Transparency and avoiding situations that could compromise the organization's reputation are crucial.
  7. **Confidentiality**  
All disclosures of conflicts of interest will be handled confidentially to the extent possible. Only those individuals with a legitimate need to know will be informed.
  8. **Annual Declarations**  
Employees will be required to annually declare any potential conflicts of interest using a designated form. Failure to make accurate declarations may result in corrective action.
  9. **Education and Training**  
AHVS will provide education and training to employees about conflicts of interest, their implications, and the importance of maintaining the organization's integrity.
  10. **Policy Compliance**  
Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

This Conflict of Interest Policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary updates will be made with the approval of the Affirming Heart Victim Service's Board of Directors.