

CONFLICT OF INTEREST POLICY



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The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of the Alliance for Human Services (“the Alliance”) board of directors, committee members, and staff from interfering with the performance of their duties to the Alliance, and to ensure that there is no personal, professional, or political gain at the expense of the Alliance. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

A conflict of interest may exist when the interests or potential interests of any director, committee member, or staff member, or that person’s close relative, or any individual, group, or organization to which the person associated with the Alliance has allegiance, may be seen as competing with the interests of the Alliance, or may impair such person’s independence or loyalty to the Alliance. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, officer, or staff member in a manner that is adverse to the interests of the Alliance.

Use of Information

The board of directors, committee members and staff shall not use information received from participation in the Alliance affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of the Alliance.

Disclosure and Recusal

Whenever any director has a conflict of interest or a perceived conflict of interest with the Alliance, he or she shall notify the Chair of such conflict in writing. Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with the Alliance, he or she shall notify the Chair of such conflict in writing.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the Board, or Committee, the interested person shall call it to the attention of the Chair and shall not be present during Board or Committee discussion or decision on the matter. However, that person shall provide the Board or applicable committee with any and all relevant information on the particular matter.



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The minutes of the meeting of the Board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

The Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Corporation. Director conflict of interest determinations shall follow Section 3.14 of the Alliance bylaws. The decision of the Board on these matters will rest in their sole discretion, and their concern must be for the welfare of the Alliance and the advancement of its purpose.

Dissemination

A copy of this conflict-of-interest policy shall be furnished to each Board member, Committee member, and staff member who is presently serving this corporation or who may become associated with it.

Certification

The policy and its application shall be reviewed annually for the information and guidance of Board, officers, and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

Each Board member will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the Board and annually thereafter. As administered by the Alliance CEO, each staff member will be asked to complete such a certification upon his or her employment and on an annual basis thereafter. All certifications shall be reviewed by the Board as appropriate.

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