



CONFLICT OF INTEREST STATEMENT AND CODE OF ETHICAL PRINCIPLES AND BEHAVIOR FOR BOARD, COMMITTEE MEMBERS AND EMPLOYEES

The Institute for Community Alliances (ICA) Board of Directors, Committee Members and Agency Employees aspire to:

- Perform duties with integrity, honesty, truthfulness, and adherence to the public trust.
- Act according to the highest ethical standards
- Place the mission and vision of the organization as a priority
- Improve knowledge and skills to better serve families in need
- Recognize cultural diversity as strength in our community and to treat all people with respect and dignity
- Exercise our best judgment, independently of our association with any other organization or personal concern.

Conflict of Interest Statement: A conflict of interest exists when:

1. Any Board member, committee member, employee (including contract) or any relative (by blood or marriage) or any business partner of ICA has a private, economic or personal interest sufficient to influence or appear to influence the outcome of a decision made by the Board from which he/she may gain personally, professionally, or financially in the pursuits of his/her own special interest.
2. Any member of the Board, Committee member or employee for ICA who is associated as a member of the Board, on a Committee, or has an employment or consulting relationship with an organization receiving money from ICA.
3. Other Examples of a conflict of interest may include but are not limited to the following:
 - Self-dealing: This is defined as using your position to secure a contract for your business or board.
 - Influence peddling: This is defined as soliciting benefits in exchange for using your influence to unfairly advance the interest of a particular party.
 - Accepting cash or non-cash benefits: This is defined as bribery and non-token gifts from a supplier.
 - Using confidential information to further your personal interests or advancing the cause of another organization.



Determining a Conflict of Interest: It is the responsibility of each Board or Committee member or employee to determine if a real or apparent conflict of interest exists and once determined declare the conflict that is influencing his/her decision-making ability and dismiss him or herself from the deciding vote.

Conflict of interest may be declared by one of two methods:

1. **Personal Financial Gain:** If it may appear that there is a conflict where the individual would have personal gain, they should abstain from both the discussion and the vote.
2. **Organizational Gain:** If it may appear that there is a conflict of interest because the individual serves on a Board, or on a committee of an organization, or has a family employment or consulting relationship with an organization whose funding places the organization in the position of compliance review by ICA, but there is no personal financial gain, the individual should abstain from both the discussion and the vote.
 - If any Board member, Committee member or employee believes that another Board member, Committee member or employee has not declared a real or apparent conflict of interest, he/she may request that the other individual provide a clarification regarding the other individual's potential personal financial gain or association with any other organization.
 - If a Board of Director's vote has been taken and any board member believes that the undeclared real or apparent conflict of interest existed at the time of the discussion or vote, the board member may contact the chairperson or a member of the executive committee. The executive committee, at its next meeting, shall determine if a re-vote should be held at the next board meeting.

Violations of These Principles:

A Board member, Committee member or employee who is found to be in violations of the principles outlined in this policy shall be subject to corrective action up to and including discharge. Corrective action for the same or different offenses shall progress in the following manner, subject to ICA's discretion:

1. *Verbal warning.* Verbal statement to employee, board or committee member that he/she has violated this policy, or any policies/practices found in the ICA Personnel Policies & Practices Manual and that such violation may not continue.
2. *Written reprimand.* Formal notification in writing to employee, board or committee member that he/she has violated this policy.



3. *Suspension.* For ICA employees this may mean a loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing. For ICA Board or Committee members this may mean suspension of voting rights for ICA business for a minimum of one board/committee meeting.
4. *Discharge.* The employer/employee relationship is severed, or the term of service of the Board or Committee member in violation is terminated.



**Potential Conflict of Interest Declaration
For Directors, Committee Members and Employees
2019**

In accordance with ICA policy “Conflict of Interest Statement and Code of Ethical Principles and Behavior for board, Committee Members and Staff” any member of the board, any committee member or employee (including contract) of ICA shall identify his or her affiliation with other such agency or agencies in which there may be a real apparent conflict of interest.

At this time, I am a board member, a committee member, or an employee of the following organizations, or have a family member or business partner who is:

Organization:

Conflict:

Now, this is to certify that I, except as described, am not now nor at any time during the past year have been: 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any organization doing business with ICA which has resulted or could result in personal benefit to me, a family member or business partner 2) A recipient, directly or indirectly, of any salary payment or loans or gift of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with ICA.

Printed Name of Board, Committee Member or Employee

Signature of Board, Committee Member or Employee

Date

This form will be executed at the commencement of ICA volunteer service or employment and must be reviewed and updated as needed or no less than annually each calendar year.