

Conflict of Interest

Programs for Parents (PfP) expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. PfP recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company. Board members, officers, and employees have a duty to subordinate personal interests to the welfare of Programs for Parents and those we serve. Conflicting interests can be financial, personal relationships, status, or power.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a Supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics, which applies to Board members, Officers, employees, and any other person in a position of trust (e.g. consultants, agents, lawyers, advisors or benefactors of any sort:

- Simultaneous employment by another Child Care Resource & Referral agency, child care provider, vendor, or consultant to Programs for Parents.
- Engaging in business with a company where the employee, or a close relative of the employee, has substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, an organization to which the company makes purchases.
- Accepting gifts, fees, loans, favors, or excessive entertainment from suppliers, contractors, vendors, etc.
- Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
- Participating in civic or professional organization activities in a manner that divulges confidential company information.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the company or knowledge of its affairs for personal gains.
- Engaging in practices that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

All PfP employees are required to review this policy annually and sign an acknowledgment of the "Conflict of Interest" Statement.