

Conflict of Interest Policy

Purpose:

This policy is designed to ensure that the SOFESA's decisions and actions are made solely in the best interests of the homeless and low income families it serves and are free from any personal or financial conflicts of interest.

Definitions:

- **Conflict of Interest:** A situation where an individual's personal or financial interests could influence their judgment or decision-making regarding the nonprofit's affairs.
- **Employee:** Any person who works for the nonprofit, including full-time, part-time, and contract employees.
- **Board Member:** Any individual serving on the nonprofit's board of directors.
- **Volunteer:** Any individual who contributes to the nonprofit's mission without receiving compensation.

Disclosure Requirements:

1. **Employees:** All employees must disclose any potential conflicts of interest to their supervisor or the nonprofit's executive director in writing.
2. **Board Members:** Board members must disclose any potential conflicts of interest to the board chair or the entire board.
3. **Volunteers:** Volunteers should disclose any potential conflicts of interest to the nonprofit's executive director or a designated contact person.

Abstention from Voting or Decision-Making:

1. **Employees:** Employees with a conflict of interest must abstain from voting on matters that could benefit their personal interests.
2. **Board Members:** Board members with a conflict of interest must abstain from voting on matters that could benefit their personal interests.
3. **Volunteers:** Volunteers with a conflict of interest should avoid participating in decisions that could benefit their personal interests.

Recusal from Negotiations or Transactions:

1. **Employees:** Employees with a conflict of interest may be required to recuse themselves from negotiations or transactions that could involve a conflict of interest.
2. **Board Members:** Board members with a conflict of interest may be required to recuse themselves from negotiations or transactions that could involve a conflict of interest.
3. **Volunteers:** Volunteers with a conflict of interest should avoid participating in negotiations or transactions that could benefit their personal interests.

Reporting Procedures:

1. **Employees:** Employees should report any suspected conflicts of interest to their supervisor or the nonprofit's executive director.
2. **Board Members:** Board members should report any suspected conflicts of interest to the board chair or the entire board.
3. **Volunteers:** Volunteers should report any suspected conflicts of interest to the nonprofit's executive director or a designated contact person.

Consequences of Violations:

1. **Employees:** Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.
2. **Board Members:** Failure to comply with this policy may result in removal from the board.
3. **Volunteers:** Failure to comply with this policy may result in termination of their volunteer services.

Review and Updates:

This policy will be reviewed annually by the board of directors and updated as necessary to ensure its continued effectiveness.

