

## **Conflict of Interest Policy**

**Date of Origin: November 2005; Last Revision: November 2017; Last Review: October 2021**

Members of the Board of Directors, officers, employees, and agents of Methodist Children's Home (MCH) shall discharge their duties in good faith and shall not directly or indirectly use their positions to make or influence decisions which may confer a personal advantage or opportunity on them or their interests, or bring about a detriment to the organization. MCH provides a framework for evaluating situations that may constitute a conflict of interest. Such evaluations will be conducted by the Vice Presidents of MCH and information or actions required will be shared with the President and CEO. Actions ultimately taken will be determined/approved by the President and CEO.

The valued services of directors, officers, employees, and agents should not be impaired because of a possible conflict of interest, but this policy will apply in such situations as follows:

1. No director, officer, employee or agent of MCH shall use his/her position or knowledge in such a manner that a conflict arises between MCH's interest and his/her personal interest.
2. All employees of MCH shall make a written disclosure to the President and, through the President, to the Board of Directors, of any material interest or affiliation they may have which will conflict or might reasonably be supported to conflict with proper performance of their duties and responsibilities for MCH.
3. Directors shall disclose to the Board any outside interest which will or may influence their decisions or actions on any transaction before the Board.
4. A director, officer, employee or agent of MCH must not place himself/herself under direct or apparent obligation to anyone by accepting or permitting the members of his/her immediate family to accept gifts or other favors, which go beyond common courtesies where it might appear that the gifts were given for the purpose of improperly influencing the proper performance of MCH duties and responsibilities.
5. In the event of a conflict or potential conflict by a member of the Board, that member shall immediately disclose the conflict or potential conflict to the Board, and following such disclosure may participate in the discussion of the issue involved, but shall abstain from voting on the issue, and the minutes of the meeting shall reflect such disclosure or abstention.
6. To protect MCH from potential conflicts and to ensure adherence to ethical standards, a director should object on the record to any transaction that he/she feels is not being handled in accordance with this policy.
7. In the event an officer or employee has reason to believe that a conflict of interest with regard to a transaction or proposed transaction may exist between a director, officer, employee or agent of MCH and the agency's best interest, such officer or employee shall immediately advise the President of the fact. If, for any reason, the officer or employee feels that the report should not be made to the President, the report should be made to the Chairperson of the Board of Directors.
8. A contract or other transaction involving MCH shall be valid, although a conflict of interest may exist, if the material facts as to such conflict of interest are disclosed or known to the Board, if it is fair and reasonable, and it is approved by the Board of Directors.