

**Subject: PERSONNEL POLICY #12
CONFLICT OF INTEREST**

Choices In Community Living expects employees to protect the interests of the agency and the clients we serve by avoiding situations that result in a conflict of interest.

Outside Employment/Involvement

The agency expects employees to consider the possible limitations and impact that outside employment and involvement may have on their ability to perform the essential functions of their jobs.

Vendors/Suppliers

The agency expect employees to avoid situations with vendors and/or suppliers that may result in:

- Direct personal gain to the employee
- Partiality to the vendor or supplier for personal reasons
- Discrediting the integrity of the agency and its employees

Client/Employee Relationships

The agency prohibits employees and their families and friends from soliciting to clients served by this agency.

Confidential Information

The agency expects employees to comply with the rules governing confidentiality as identified in the Program Policies and Procedures.

Reporting

The agency requires employees to report circumstances or situations that appear to be or may result in conflict of interest. The agency encourages employees to seek the guidance of their supervisors before engaging in any activity that may be considered as a conflict of interest. Employees who engage or fail to report such activities are subject to disciplinary action up to and including termination.