

Conflict of Interest Policy

Board of Directors' Code of Conduct

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. Each year, all board members sign the CFS Conflict of Interest policy and disclose any potential conflict on a disclosure statement.

Accordingly, Board members must avoid conflict of interest with respect to their fiduciary responsibility.

- There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information
- When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation
- Board members must not use their positions to obtain employment for themselves, family members or close associates. Should a board member seek staff employment, he or she must first resign
- Board members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.

Employee Code of Conduct

Employees shall not take any actions that would create either the appearance of, or the potential for a conflict of interest. Accordingly, personal or family relationships, acceptance of gifts, or personal financial gain shall not influence or appear to influence objective purchasing decisions, transactions between an employee and Community Food Share, donor and agency interactions, or employment decisions.

Accordingly, to avoid conflicts of interest, employees should observe the following:

- Maintain a high standard of conduct and refrain from exerting influence in any transaction where an employee's interests may conflict with the best interests of Community Food Share or where the employee may gain any financial benefit
- Report to Community Food Share any financial interest an employee or an employee's family member may have in any concern doing business with Community Food Share
- Report promptly to management any remuneration received from an individual or concern with which Community Food Share does business
- Accept no cash and no merchandise of significant value from anyone who has a business relationship with Community Food Share
- Refrain from using information or knowledge acquired by virtue of their position in Community Food Share for any personal gain or advantage, by divulging such knowledge or information to anyone who would use it in any manner detrimental to the interest of Community Food Share

- Report any knowledge of a transaction or proposed transaction by a secondary employer, with an outside individual, business, or other organization that would create a conflict of interest or the appearance of one. Specifically, the employee is required to disclose any:
 - Monetary benefits the employee, or an immediate family member, received from the individual/organization;
 - Investments or ownership interests the employee, or an immediate family member, has in the outside organization;
 - Offices or positions the employee, or an immediate family member, holds in the outside organization; and
 - Other relationships with the individual/organization that actually or potentially create a conflict of interest.