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Conflict of Interest Policy

1. A conflict of interest exists when an officer (member of the Board of Directors) or staff member has a personal interest that may influence him or her when making a decision for the organization. Agency officers and staff members are obligated to always act in the best interest of the organization. This obligation requires that any Board or staff member, in the performance of agency duties or responsibilities, seek only the furtherance of the agency mission. At all times, officers and staff members are prohibited from using their job title, the organization's name, or property for private profit or benefit.
2. Staff members, members of staff member's immediate family, members of the Board of Directors or agents of the agency shall neither solicit nor accept, gifts gratuities, favors, or anything of monetary value from any person or organization performing or seeking to perform services under contract with the agency or providing goods or services to the agency as a vendor. This is not intended to preclude bona-fide agency fund raising activities.
3. Staff members, members of staff member's immediate family, members of the Board of Directors or agents of the agency shall neither solicit nor accept, gifts gratuities, favors, or anything of monetary value from persons receiving benefits or services from the agency or persons who are otherwise in a position to benefit from the actions of a staff member of the agency.
4. Staff Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal time off (PTO), annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by a staff member in connection with activities relating to employment with the agency are to be paid to the agency.
5. Board members, staff members, or agents of the agency shall not participate in the selection, award, or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a financial interest in that purchase or contract:
 - The Board member, employee, or agent.
 - Any member of their immediate family;
 - Their partner;
 - An organization in which any of the above is an officer, director, or employee;
 - A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.

6. Any possible conflict of interest shall be disclosed by the officer, staff member or agent of the agency who may have the conflict of interest. A Board member will disclose this possible conflict of interest to the Chair of the Board of Directors and a staff member will disclose this possible conflict of interest to the Executive Director.
7. When a conflict of interest is relevant to a matter requiring action by the Board of Directors, Board member(s) having the conflict of interest shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the said person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the said Board member(s) concerning whose situation the doubt has arisen.
8. The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the said Board member(s) was (were) not present during the final discussion or vote and did not vote on the matter.
9. Staff members shall report to the Executive Director any potential conflicts of interest they may have regarding performance of their assigned job functions.
10. The Executive Director will insure that staff members who report conflicts of interest or staff members that are identified by other means that may be involved in conflicts of interest are excluded from decision making or other work related activity that is inappropriate in relation to the conflict of interest or potential conflict of interest. The Executive Director will maintain documentation regarding the resolution of conflicts of interest involving staff members.
11. Board members will complete and submit to the Senior Administrative Assistant an Annual Statement Concerning Possible Conflicts Of Interest.
12. The conflict of interest policy will be made available to the public on the Anuvia website.