



Series: Governance
6.01
COA: ETH 3, 5, GOV 5.02,

Policy Name: Conflict of Interest
Policy Number: GOV BC 1000
Revision #/Date: (1) 03/01/13, (2) 10/05/2016
Reviewed Date: 04/14/2021
Effective Date: 10/27/09

Applicable to: C.A.R.E.S. Board of Directors, Consultants,
Volunteers, and Brevard C.A.R.E.S.
Employees

SUBJECT: Conflict of Interest

PURPOSE:

All staff, board members, consultants and volunteers of Brevard C.A.R.E.S. will act with honesty, integrity, and openness in all their dealings as representatives of the agency. The agency promotes a working environment that values respect, fairness, and integrity. Brevard C.A.R.E.S. has a clearly stated mission and purpose, approved by the board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.

POLICY:

The Board of Directors recognizes that potential or perceived conflicts of interest may exist on the part of officers, consultants, directors, or employees in carrying out their respective roles with Brevard C.A.R.E.S. It is the policy of the Board of Directors that officers, consultants, directors, and employees, shall have the continuing, affirmative duty to appropriately report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial and ethical judgment in the area of their responsibilities.

In support of this Policy, the Board Chair will inquire at the beginning of each regularly scheduled Board meeting if any board member has a potential conflict related to any item or topic appearing on the draft agenda for that meeting and if any board member has a business relationship with any other board member or related entity that presents a conflict. The questions and responses will be reflected in the minutes of each meeting. If a board member discloses a potential conflict, the board member will complete the Conflict of Interest Disclosure which is attached hereto, and will refrain from participation in any discussion or vote related to the disclosure.

This policy shall be further subject to the following principles:

1. Officers, consultants, volunteers, directors, and employees of Brevard C.A.R.E.S, Inc., shall conduct their responsibility with respect to suppliers, customers, and other persons doing or seeking to do business with Brevard C.A.R.E.S. in a completely impartial manner, without favor or preference based upon any consideration other than the best interest of the agency.
2. Officers, consultants, volunteers, directors, and employees shall not seek or accept, directly or indirectly, any payments, fees, services, or loans from any person or business entity that does or seeks to do business with the agency. This does not, however, prohibit an officer, consultant, director or employee from receiving compensation for services that such persons may render, where services will not affect the impartial discharge of such person's duties or obligations to the agency. All potential conflicts should be promptly reported through the Conflict of Interest Disclosure.
3. Employees of Brevard C.A.R.E.S. who wish to pursue outside employment will follow the Conflict of Interest procedures outlined in BFP HR 2502.
4. Officers, consultants, volunteer's, directors, and employees shall not seek or accept for themselves or any members of their families from any person or business entity that does or seeks to do business with Brevard C.A.R.E.S. any gifts, entertainment or other favors of a "nominal value" that goes beyond common courtesies consistent with ethical and accepted business practices.
5. Directors who own, directly or indirectly, a significant financial interest in, or who manage or are employed by, any business entity that does or seeks to do business with the agency, shall refrain from participating in any discussion and voting on any issue pertaining to that relationship. This relationship will be promptly disclosed to the Board of Directors.
6. Directors who have any business relationships with any other directors or business entities that present a conflict will disclose this upon the effective date of the relationship and there after annually for the duration of the relationship.
7. Directors, officers, consultants, volunteers and employees shall not knowingly conduct business on behalf of Brevard C.A.R.E.S. with a relative or business entity with which the officer or employee or a relative is associated, except where such dealings have been disclosed and specific approval and authorization have been given.
8. Directors, consultants, volunteer's, officers or employees shall provide disclosure at least annually regarding their participation as a director, officer, volunteer or employee of any other corporation or business.

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- 9. Directors, consultants, officers and employees shall provide a disclosure statement at a minimum of annually however at any time that a potential conflict of interest arises or there are any changes to the initial disclosure, it is the responsibility of each director, officer, employee, consultant or volunteer to immediately disclose any potential conflict of interest which arises at any time by requesting a new Conflict of Interest form.

- 10. Directors, consultants, volunteers, officers and other employees who knowingly participate in activities that constitute a conflict of interest as described above, without proper reporting through the Conflict of Interest policy the existence of such a conflict, may be subject to consequences and/or actions that may result in the termination of the relationship with Brevard C.A.R.E.S. or potential ramifications on professional licensure, certification, associations, accreditation etc.

Approved by the Brevard C.A.R.E.S. Board of Directors April 14,2021

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



Dan Rodgers
Board Chair

Signature Date: 04/14/2021



Kathryn Parker
Executive Director

Signature Date: 04/14/2021

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BREVARD C.A.R.E.S. BOARD OF DIRECTORS, OFFICERS, EMPLOYEES, CONSULTANTS AND VOLUNTEERS OF BREVARD C.A.R.E.S. CONFLICT OF INTEREST DISCLOSURE

Name: _____

Brevard C.A.R.E.S. Policy Number GOV 1000 requires that each director, employee or volunteer provides an annual disclosure of potential conflict of interest in serving as a Brevard C.A.R.E.S. director, employee or volunteer. Please complete and return this form in the enclosed envelope.

I acknowledge that I have read and understand the Brevard C.A.R.E.S. Conflict of Interest Policy.

_____ I am in compliance with the policy.

_____ I am reporting the following potential conflicts (including any financial business relationship between board members or system of care service providers).

_____ I am reporting other organizations of which I am a Director, Officer, employee, consultant or volunteer.

I understand that I am expected to report promptly any changes in my affairs that might affect compliance with this policy.

Signature: _____

Date: _____

Disclosures required above are as follows:
