

CONFLICT OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of City Mission as well as undermine the public's trust in the Mission, its staff and representatives, it is the policy of City Mission to avoid any activity or outside interest which conflicts or appears to conflict with the best interests of the Mission.

To avoid conflicts of interest, every Board member, employee, or representative of the Mission shall:

1. Disclose all known conflicts or potential conflicts of interest in any matter before the Board, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such a matter. Note: Members of the Board shall file a disclosure of all known potential conflicts of interest annually with the Board President.
2. Avoid involvement with a current or potential City Mission vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the Mission Directors and/or Board of Trustees.
3. Ensure that outside employment and other activities do not adversely affect the performance of their City Mission duties or the achievement of the Mission's goals.
4. Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the goals of the Mission and not for personal gain or interests. City Mission shall not assume financial responsibility for any of the following: any form of travel above standard fare for members, no form of travel for members' companions, retirements plans, discretionary spending accounts, allowances for housing, personal and business use of residences, dues and fees to social or health clubs, and/or personal services such as a private chef or chauffeur.
5. Decline any gift, gratuity or favor in the performance of Mission duties (except for promotional items of nominal value), and any food, transportation, lodging or entertainment unless directly related to Mission business.

Consultants: A Board member who is expert in an area may donate information or act as a consultant but may not receive compensation. If there is to be compensation, the member should recuse (step down) as a Board member and the Board should document possible conflict of using a Board member vs. an outside consultant. Board members may not take a tax deduction for providing expertise in their profession.

6. Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
7. Refrain from knowingly taking any action, or making any statement, intended to influence the conduct of the Mission in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.

