

CONFLICT OF INTEREST POLICY AND AGREEMENT FORM FOR STAFF OF EAST MISSOURI ACTION AGENCY, INC.



It is important for East Missouri Action Agency, Inc. (EMAA) Staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of EMMA; the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with EMMA should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more organizations.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of EMMA's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long range best interests of EMMA do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Therefore, because EMMA's Staff may be involved with other organizations that may have business dealings or affiliations with or seek grants from EMMA, the following general principles have been established:

1. Each Staff member of EMMA has a duty of loyalty to EMMA. The duty of loyalty generally requires a Staff member to prefer the interests of EMMA over the Staff's interest or the interests of others. In addition, Staff of EMMA shall avoid acts of self-dealing which may adversely affect the tax-exempt status of EMMA or cause there to arise any sanction or penalty by a governmental authority.
2. In the event any Staff member or member of his or her family has a personal or business interest in, or is involved in any way with, an organization with which the Board is considering a grant request or business contract, such interest or involvement shall be disclosed to the Board. In such event, the interested Director shall neither vote nor participate in the discussion of the matter. The interested Director shall be excused from the actual discussion and presence at that portion of the meeting when the matter giving rise to the apparent conflict is discussed. However, any Director who is excluded from voting or presence pursuant to this policy may answer pertinent questions of other Directors and

be present when the interested Director's knowledge regarding the matter will assist the Board.

3. The minutes of the meeting shall indicate that the interested Director disclosed the interest or involvement in the matter being considered by the Board, recusal of himself from the discussion, and abstained from voting on the matter.

If you have any questions, you may contact Executive Director Keri McCrorey at kmccrorey@eastmoaa.org or 573-431-5191. After you have completed reading it, please list any information that is required to be disclosed by the policy, sign and date it, and return it to Human Resource Coordinator, Julie Pfeifer.

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY AND AGREEMENT AS WELL AS **CONFLICT OF INTEREST PROVISIONS CONTAINED IN SECTION XV PARAGRAPH 4 OF THE EMAA PERSONNEL POLICY MANUAL**. I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

Printed Name

Signature

Date

At the time of signing the current EMAA Conflict of Interest Policy, to the best of my knowledge, I do not have a potential conflict of interest.

Printed Name

Date

Signature

At the time of signing the current EMAA Conflict of Interest Policy, I do have a potential conflict of interest. I have listed below any potential conflicts that I am currently aware of with EMAA.

Printed Name

Date

Signature

