

ReSOURCE's Conflict of Interest Policy

As documented in ReSOURCE's Personnel Policy Manual, *IV. Code of Conduct, F. Conflict of Interest*

Conflict of Interest

Employees of ReSOURCE shall not place themselves in any position that is or appears to be a conflict of interest with the mission, programs, or activities of ReSOURCE.

A conflict of interest may exist when an employee has authority or responsibility in some matter in which the employee, or a member of the employee's immediate family, has a substantial personal or financial interest that may inhibit or appear to inhibit the employee's ability to act in the interests of ReSOURCE.

To avoid a conflict of interest, all donations must be priced by an authorized staff member from the proper department. Staff members are not allowed to price items that they or their family are interested in purchasing.

If an employee wants an item that has no value or is going to be disposed of, the employee must get permission from the department manager and then get a "no value" receipt at the register before taking the item out of the store.

An employee of ReSOURCE who has a definite or potential conflict of interest with his or her responsibilities and/or obligations to ReSOURCE shall disclose such conflict of interest to the Executive Director (the Executive Director will disclose any such conflict to the Board of Directors).

Moonlighting

It is understood that ReSOURCE staff, particularly part-time staff, may have to work at other employment in order to earn extra income. Such employment, including self-employment, must not interfere with the employee's commitment to, or schedule at ReSOURCE. Outside employment may not take customers or income away from ReSOURCE. Staff may not take calls related to outside work while at ReSOURCE. It is also prohibited to solicit customers of ReSOURCE for any outside work. Any staff engaged in outside work, including freelance sales, should disclose this work to the Executive Director if the employee believes there could be any perception of conflict.

Fees or Honoraria

An employee who makes a speech, participates in a panel discussion, or similarly uses his or her ReSOURCE experience in a public appearance during work time or when representing ReSOURCE shall not accept a personal fee or honorarium. If the honorarium has a value of \$25 or less the employee may keep it with the approval of his or her supervisor. The supervisor must be notified on the following workday if an honorarium has been received.

Representation

Employees shall not represent ReSOURCE in a political or legislative arena unless authorized to do so by the Executive Director.