



# Epworth Children's Home

*Living care. Transforming lives.*

<b>Name</b>	Conflict of Interest Policy and Procedures
<b>Applicable to</b>	Board of Trustees Staff Consultants
<b>Location</b>	Policy and Procedure Manual Staff Manual
<b>Effective Date</b>	November 2009
<b>Date(s) of Revision</b>	February 19, 2015
<b>Legal/Other References</b>	ETH 2 and ETH 5

### **Policy:**

Epworth Children's Home adheres to the definition of "conflict of interest" as approved by the National Council for Non-Profits, and consistent with the laws of the state of South Carolina, where it is located.

"Conflict of interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust."

At Epworth Children's Home, this statement applies to members of the Board of Trustees, executive staff, managers and all other personnel employed by and/or contracted with Epworth Children's Home.

The existence of any actual and/or perceived conflicts of interest must be fully disclosed. Should an actual and/or perceived conflict of interest be identified, there will be no participation in any discussion or vote taken with respect to such interest, by that person.

All members of the Board of Trustees, volunteers, executive staff, managers and all other personnel employed by or contracted with Epworth Children's Home sign a "Conflict of Interest Disclosure Statement" annually.

### **Procedure:**

The Conflict of Interest Statement is signed by members of the Board of Trustees, upon accepting a position on the Board.

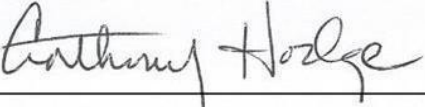
Executive staff, managers, and all other personnel employed by or contracted with Epworth Children's Home sign the Conflict of Interest Statement upon commencing a relationship with Epworth Children's Home.

Actual, potential and/or perceived conflicts of interest must be reported in writing as soon as they arise to the Chair of the Board of Trustees or immediate supervisor.

Once the report is received by the Chair or supervisor a full investigation takes place. Once the situation is resolved, the results are communicated in writing to the reporter.

In all instances, the President/CEO of Epworth Children's Home is immediately notified of the report and remains actively involved, through resolution.

**Attachment – Conflict of Interest Statement**

  
\_\_\_\_\_  
Signature, Chair, Board of Trustees  
Approved by the Epworth Children's Home Board of Trustees

February 19, 2015  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature, President/CEO, Epworth Children's Home  
Approved by the Epworth Children's Home President/CEO

February 19, 2015  
\_\_\_\_\_  
Date