



## Sights for Hope Conflict of Interest Policies

Sights for Hope maintains conflict of interest policies with respect to its employees, program volunteers, fundraising volunteers, administrative volunteers, and members of its Board of Directors.

### **Employees and Non-Board Member Volunteers**

All Sights for Hope employees and volunteers have an obligation to conduct business within guidelines that prohibit actual, potential, or inferred conflicts of interest.

An actual or potential conflict of interest occurs when an employee or volunteer is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee or volunteer. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee or volunteer is similar to that of persons who are related by blood or marriage.

Personal gain may result not only in cases where an employee, volunteer, or relative has a significant ownership in a firm with which Sights for Hope does business, but also when an employee, volunteer, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the organization.

Employees and volunteers have an obligation to conduct business within guidelines that prohibit actual, potential, or inferred conflicts of interest. Employees and volunteers who have any influence on transactions involving purchases, contracts, or leases from firms

#### **Lehigh Valley Services Center**

845 West Wyoming St.  
Allentown, PA 18103  
610.433.6018  
Fax 610.433.4856

#### **Monroe Services Center**

4215 Manor Drive  
Stroudsburg, PA 18360  
570.992.7787  
Fax 570.992.7772

#### **Digital and Social Media**

SightsforHope.org  
@SightsforHope

with which the organization engages in business must disclose such relationships to the Executive Director and CEO in writing so that safeguards can be established. No presumption of guilt is created solely by the existence of a relationship with outside firms that engage with the agency. Employees and volunteers shall not accept gifts of a value exceeding \$10 from suppliers, vendors, grantors, clients, other associated individuals, or other organizations.

Each employee must complete and submit a conflict of interest declaration each fiscal year and each volunteer must complete and submit a conflict of interest declaration at least once. Failure to comply with this requirement may result in disciplinary actions, up to and including termination of employment or volunteer assignment.

### **Board of Directors**

Although it shall not be encouraged, a business relationship may exist between a director and the corporation as long as the facts and circumstances of such relationship are fully disclosed to and approved by the Board of Directors, as long as no amount greater than fair market value is paid for such goods or services and as long as any affected director shall remove themselves from any vote on or consideration of such relationship.

Notwithstanding the foregoing, any such affected director may be counted in determining the presence of a quorum at any board meeting where action is taken on any such business relationship.

All members of Sights for Hope's Board of Directors must submit a conflict of interest declaration annually.