



Big Brothers Big Sisters
SERVING SOUTHEASTERN PA & SOUTHERN NJ

CONFLICT OF INTEREST

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Big Brothers Big Sisters Independence Region (BBBS Independence) wishes the agency to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest. An actual, potential or appearance of a conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of BBBS Independence business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of BBBS Independence as soon as possible the existence of any actual, potential or the appearance of conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which BBBS Independence does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving BBBS Independence.

Friends/Relatives of Employees as Bigs

BBBS Independence will not allow any current BBBS Independence employee to be involved in the enrollment process or match supervision of personal friends or relatives. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The assessment and match supervision will be provided by the staff member who is able to do so in the most objective manner. Match files of personal friends or relatives of an employee will have limited access in the Agency database.

Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with BBBS Independence. All employees will be judged by the same performance standards and will be subject to BBBS Independence's scheduling demands, regardless of any existing outside work requirements.

If BBBS Independence determines that an employee's outside work interferes with performance or the ability to meet the requirements of BBBS Independence as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with BBBS Independence.

Outside employment will present a conflict of interest if it has an adverse impact on BBBS Independence.