



Conflict of Interest Policy for Professional Nonprofit Employees

RESOLVED, that the following conflict-of-interest policy become the policy of the Southern Regional Technical College Foundation and be applied to professional nonprofit employees. It is imperative that employees of the Southern Regional Technical College Foundation conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that employees shall always deal with others doing, or seeking to do, business with the Southern Regional Technical College Foundation in a manner that excludes all consideration of personal advantage. Accordingly, every employee of the Organization is subject to the following policy:

1. Interest in Other Business Organization

Employees of the Southern Regional Technical College Foundation thereof or members of their immediate families shall not have any interest, direct or indirect, in any other business which in any degree conflicts with the employee's primary obligations to the Southern Regional Technical College Foundation thereof. In this regard, employees or members of their immediate families should not possess a significant financial interest in any business that does, or seeks to do, business with the Southern Regional Technical College Foundation thereof. In addition, employees should not conduct business on behalf of the Southern Regional Technical College Foundation thereof with members of their immediate family, or a business organization with which the employees or members of their immediate families have any association which could be construed as significant in terms of potential conflict of interest.

2. Gifts, Favors, Entertainment, and Payments to Employees

Employees shall not seek or accept any gifts, payments, fees, services, valuable privileges, vacations or pleasure trips, loans (other than conventional loans from lending institutions), or other favors from any person or business organization that does, or seeks to do, business with the Southern Regional Technical College Foundation. No employee shall accept anything of value in exchange for referral of parties to any person or business organization that does, or seeks to do, business with the Southern Regional Technical College Foundation thereof. In the application of this policy:

- (a) Employees may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.

- (b) An especially strict standard is expected with respect to gifts, services, or considerations of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated by (a) above should not be accepted under any circumstance.
- (c) It is never permissible to accept a gift in cash or cash equivalents of any amount.
- (d) This policy does not preclude the acceptance of benefits to the Southern Regional Technical College Foundation as compared to benefits to an individual employee.
- (e) This policy does not preclude the acceptance of courtesies extended to employees of the Southern Regional Technical College Foundation thereof in their official capacities, such as gratis hotel rooms for business (but not personal use) in connection with meetings.
- (f) This policy will be communicated to persons and organizations doing, or seeking to do, business with the Southern Regional Technical College Foundation thereof.

3. Confidential Information

Employees shall not, without proper authority, give or release to anyone not an employee, or to another employee who has no need for the information, data or information of a confidential nature concerning the Southern Regional Technical College Foundation thereof.

4. Gifts, Favors, Entertainment, and Payments by the Nonprofit Organization Thereof

Gifts, favors, and entertainment may be given others at the expense of the Southern Regional Technical College Foundation thereof only if they meet all of the following criteria:

- (a) They are consistent with accepted business practices.
- (b) They are of sufficiently limited value, and in a form that will not be construed as improper.
- (c) They are not in contravention of applicable law and generally accepted ethical standards.
- (d) Public disclosure of the facts will not embarrass the Southern Regional Technical College Foundation thereof.

5. Obligation to Disclose

Any employee who believes that his or her personal actions or interests, or the actions of others, may violate this policy must discuss the matter with the executive director. Additional interpretations of this policy and definitions of words and phrases used herein will be made upon request to the executive director.

6. Sanctions

Any employee whose actions or interests violate this policy is subject to termination on that account alone, if such is determined to be in the best interests of the movement.

It is the responsibility of every employee of the Southern Regional Technical College Foundation thereof to be aware of and to observe these standards. Accordingly, each employee is asked to sign and return the accompanying Employee Statement relating to these standards. Employee Statements will be held in complete confidence. The Employee Statement will be re-executed on a regular basis.

Adopted: 7/1/15



EMPLOYEE STATEMENT

I certify that I have received a copy of the chapter conflict-of-interest policy, dated _____, and that neither I nor any member of my immediate family has any personal economic interest that could be construed as opposed to the best interests of the Southern Regional Technical College Foundation thereof or in violation of the stated conflict-of-interest policy, other than any exceptions listed below.

(Give full details below or on a separate sheet, if appropriate, concerning any outside interests that you believe require or may require the approval of the executive director. If none, please so state.)

Signature of Employee: _____ Date: _____