



# Annual Conflict of Interest Statement

Name: \_\_\_\_\_

Position:  Staff  Board of Directors  Board of Directors Emeritus/ae  Advisory Board

I affirm that I have received, read, understand and agree to comply with the LHFH Conflict of Interest Policy.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between LHFH and your personal interests, financial or otherwise:

I have no conflict of interest to report

I have the following conflict of interest to report. Please specify other nonprofit and for-profit boards you (and your immediate family) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own in part or in full:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I will recuse myself from any discussions or decisions which could affect the affiliate's relationship with the aforementioned entities and will not use my position as a member of the Board of Directors to influence the business relationship in any manner except those that would benefit the affiliate.*

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **CONFLICT OF INTEREST Policy (from Handbook)**

Affiliates must operate with a high standard of ethical behavior which protects the good name of Habitat. Explicit conflicts of interest must be avoided as should the appearance of impropriety. These policies apply to members of the Board of Directors, employees, committee members and regular volunteers, unless otherwise noted. Activity is restricted in the following areas:

**Corporate Opportunity:** Business opportunities which rightfully belong to the Affiliate shall not be used to others' advantage. Even the appearance of impropriety must be avoided. Those who use Affiliate suppliers or contractors for personal business are expected to personally pay full market value for services rendered and/or materials provided.

**Private Inurement:** Financial benefit (other than normal compensation and benefits for employees) from the Affiliate's work is prohibited.

**Nepotism:** as defined in Employment of Relatives elsewhere in this Handbook.

**Habitat Homeownership:** No employee or a member of his/her immediate family shall be eligible to become a Lexington Habitat homeowner. Application could only be possible after a waiting period of at least one year after termination of employment with LHFH. Such an applicant would receive no special treatment in the selection process or home design. Immediate family members are described elsewhere in this Handbook. This provision shall not apply if a staff member or a member of his/her immediate family shall marry an individual who was a Habitat homeowner prior to the marriage.

**Fundraising:** Should an employee want to sell items for fundraising for other programs; act as a real estate agent; want to sell property, goods, or services to LHFH; the staff person must disclose the conflict and recuse him/herself, in writing, from any discussion on such matter.

**Outside Financial Interests and Employment:** No employee may serve as an employee of any competitor, vendor, supplier, partner family or donor without written permission from the Executive Director. Employees must similarly seek written permission to serve on an outside board of directors and any fees for outside board service should be tactfully declined or paid to the Affiliate. In addition, each employee is expected to refrain from engaging in any outside activity that could present a conflict of interest with the Affiliate. Full-time employees are discouraged from accepting outside employment in addition to their work at the Affiliate. No employee or member of his or her immediate family may have an ownership interest or other significant financial interest in any competitor, vendor, supplier, contractor with whom the Affiliate interacts without prior full disclosure to the Board of Directors. If an employee is about to enter into a business relationship that could present a conflict of interest, the employee should contact his/her department director immediately.

**Bribery and Kickbacks:** Nothing of value, directly or indirectly, shall be given to any donor or potential donor, partner family or potential partner family, vendor or potential vendor, supplier or potential supplier as an inducement to obtain business or favorable treatment or, in the case of public officials, as an inducement to have a law or regulation enacted, defeated or violated or for the award of business or a contract. Similarly, nothing of value shall be accepted in return for favorable treatment from donors or potential donors, partner families or potential partner families, vendors or potential vendors, suppliers or potential suppliers, either for themselves or others. All contacts and dealings with donors, partner families, vendors and/or suppliers shall be conducted so as to avoid even the appearance of impropriety or violation of any applicable law, regulation or these policies.

**Unfair and Deceptive Practices:** Competition shall be conducted in a legitimate and ethical manner and all actions that may be construed as being anti-competitive, monopolistic, or otherwise contrary to competitive practices in the marketplace shall be avoided. For example, the Affiliate does not participate in unfair competition, price-fixing, bid-rigging arrangements, unacceptable exclusive dealings or any other illegal marketplace practices.

**Use of Federal Funds For Political Activities:** The Affiliate may not use any federally appropriated funds to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the award of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

**Lobbying and Political Activities:** As a non-profit organization with tax-exempt status, the Affiliate is prohibited from using any assets to endorse political candidates; mobilizing supporters to elect or defeat candidates; and/or aligning itself with political parties. Employees are prohibited in engaging in any such political campaign activities in their capacity as Affiliate employees. Notwithstanding the above, communication with government officials and the general public about positions on legislation is permissible in consultation with the Executive Director as long as government funds are not used. Employee personal political activity and contributions are outside the scope of this policy as long as Affiliate time and/or resources are not used.