



## Taking Action to Prevent Hunger and Homelessness

### CONFLICT OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of CFA may conflict with the employees' own personal interests.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment while employed with CFA.
- Hiring, supervising or providing service to family members or closely related persons
- Serving on the CFA board or as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier, or contractor, accepting gifts, discounts, favors or services from a customer/potential customer, competitor, or supplier, unless equally available to all company employees.

Employees with a conflict-of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the executive director.

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the Agency interests or adversely affect job performance and the ability to fulfill all job responsibilities.

Employees are prohibited from performing any services for clients on nonworking time that are normally performed by CFA. This prohibition also extends to the unauthorized use of any company tools, or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.



## Taking Action to Prevent Hunger and Homelessness

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

If CFA determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.