

## **CONFLICT OF INTEREST POLICY**

Habitat for Humanity St. Louis (HFHSTL) expects its officers, directors and management staff (herein referred to as “Members”) to exercise good judgment with respect to their activities apart from their employment or involvement with HFHSTL.

HFHSTL does not wish to interfere with the use of “Members” own time. However, if the outside activities involve the use of HFHSTL time, equipment or information, detract from their job performance, are detrimental to HFHSTL’s public relations or are otherwise prejudicial to its interest, such activities naturally become a matter of justifiable concern to HFHSTL. It is not intended that the foregoing shall preclude participation in community, religious and political affairs, but such activities should not be permitted to adversely affect the proper performance of a “Member’s” board role/ job or create situations injurious to HFHSTL’s public relations.

“Members” must not have any personal business or financial interests with individuals or concerns with which HFHSTL does business unless such interest is disclosed to the CEO and Board of Directors in writing. This policy strictly applies to “Members” who buy or sell or who have the authority to control or supervise the selection of individuals or concerns with which they do business on behalf of HFHSTL.

“Members” are urged to discuss actual or proposed outside activities with the CEO and/or Board of Directors whenever there may be doubt as to whether the activity might be considered contrary to the best interested of HFHSTL.

“Members” shall not accept gifts, entertainment or other favors from individuals or concerns with which HFHSTL does business other than those of a token nature or the common courtesies associated with generally accepted business practices.

The reference herein and in the attached “Conflict of Interest Statement; form to other ‘Individuals or concerns with which HFHSTL does business’” includes, but is not limited to, close relatives, independent adjusting or auditing firms, attorneys, collection agencies, vendors, subcontractors, suppliers and consultants of all types.

The term “close relative,” used herein and in the attached “Conflict of Interest Statement” form, means the spouse, parent, child, brother or sister.

### **CONFLICT OF INTEREST STATEMENT**

TO: Habitat for Humanity St. Louis

FROM: \_\_\_\_\_(print name)

**NOTE: IF NO EXCEPTION, MARK NONE, NOTHING OR NOT APPLICABLE.**

I have received and read the organization's policy concerning Conflicts of Interest in connection with my services to Habitat for Humanity St. Louis (HFHSTL). As one of HFHSTL's officers, directors or employees as referenced in such policy, the following statements are made to you.

1. My holdings or participation (in any manner whatsoever) in companies, firms, partnerships, corporations or other business enterprises other than: (a) corporations whose stock is quoted on public stock exchanges or publicly traded in over-the-counter markets; or (b) financial institutions such as banks and trust companies or savings and loan associations, which now are, or which may become, either suppliers, customers or a party to a contract with HFHSTL, are limited to the following:
2. I do not render a professional service or any other service for compensation to nor act as consultant to or participant in the management or operation of any enterprise which is now or which may become, either a supplier, a customer, a competitor or a party to a contract with HFHSTL, except:
3. I am not entitled to, nor will I enter into any arrangement, contract, understanding or practice by which I might become entitled to a fee, commission, or any consideration of any kind whatsoever as a result of my employment or involvement with HFHSTL, from an enterprise which is now, or which may become, a supplier, a customer, or a party to a contract with HFHSTL except:
4. I have no close relative, i.e., spouse, parent, child, brother or sister, who furnishes services, supplies or material to HFHSTL, nor who has an interest as officer, director, or substantial stockholder in any companies that furnish supplies, services or materials to HFHSTL, except:

In the event that a change in circumstances occurs which would alter the situations reported by the statement which I have made herein, I will advise you of such changed circumstances without undue delay.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Dated \_\_\_\_\_