

OPPORTUNITY HOUSE CONFLICT OF INTEREST POLICY

Members of the Board of Directors, officers, Executive Director, site coordinators, key employees, volunteers, committee members, task force members and others in the Opportunity House governance structure (collectively referred to as Covered Persons) of Opportunity House, must act at all times in the best interests of Opportunity House. Covered Persons shall disclose all potential and actual conflicts of interest to the Board of Directors and, as required, remove themselves from all discussion and voting on any related matter.

A “conflict of interest” is defined as any transaction or relationship which presents, or may present, a conflict between a Covered Person and his or her personal, business or other interests.

Specifically, Covered Persons shall:

- Avoid placing self-interest or the interests of third parties above the interests of Opportunity House and avoid the appearance of placing self-interest or the interests of third parties above the interests of Opportunity House;
- Refrain from using Opportunity House’s staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a Covered Person extends any further than it actually extends;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of Opportunity House;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to Opportunity House without fully disclosing such an exchange to the Board of Directors and obtaining approval from the Board;
- Provide goods or services to Opportunity House as a paid vendor only after full disclosure to, and advance approval by the Board of Directors and pursuant to any related procedures adopted by the Board;
- Not persuade any employee of Opportunity House to leave the employ of Opportunity House, unless this is done in a counseling situation and for the mutual benefit of the employee and Opportunity House, or to become employed by any person or entity other than Opportunity House; and
- Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with Opportunity House to terminate, curtail, or not enter into its relationship with Opportunity House, or to reduce any benefit that may be provided to Opportunity House with respect to such relationship.

