

Policy No.	3-6	This policy applies to:	
Policy Name:	Conflict of Interest	✓	Board of Directors
Revised Date:		✓	Exempt
		✓	Non-exempt

Members of the Board of Directors, employees, and volunteer advocates of CASA are expected to act in good faith and in the best interests of CASA at all times. Each member will subordinate her or his personal interests to the welfare of the Mission.

All parties will avoid any actual conflicts of interest and situations, which might give rise to the appearance of a conflict of interest or other impropriety (regardless of whether or not a conflict of interest or other impropriety actually exists). Conflicting interests can be financial, personal relationships, status, or power. Not all parties will use their association with CASA to promote personal gain or to avoid any type of penalty.

Each conflict of interest will be disclosed as it arises and prior to discussion or votes on the matter, that poses conflict. Any situation involving a potential conflict of interest, including any relevant information pertaining to the possible conflict, will be disclosed to the management of CASA, and put in writing to the Board of Directors.

Directors and staff will weigh carefully all circumstances in which there exists the possibility of accusations of competing interests. Those involved in the possible conflict may not participate in any decision-making process related to the matter. Furthermore, involved parties will excuse themselves from the room when there is any deliberation and decision on the matter of interest. The minutes of the board and or committee meetings will reflect that the conflict of interest was disclosed and that the interested person was not present during the deliberation and decision on the matter of interest.

It is recognized that Directors, staff, and volunteers may be offered gifts or similar favors from persons utilizing the services of CASA and common courtesy may require the acceptance thereof. However, gifts should not be accepted if they are offered (or appear to be offered) as an inducement to perform an act inconsistent with the best interest of CASA or if acceptance, directly or indirectly, places the recipient under any obligation to the donor. In no event should a person accept: 1) cash payments or 2) gifts or similar favors having a value in excess of \$50, or a total annual value of \$250.

Purchases will be made based upon maximum open and free competition, to obtain the best value in return for financial resources. The CEO or designated employee will compare a minimum of three quotes or bids on purchases over \$500. Once a vendor demonstrates the best value in return for financial resources, the vendor may be used repeatedly by CASA.

Notwithstanding the above, the Board of Directors may waive the foregoing restrictions and allow a Director or staff member with a conflict of interest to join in such portion of the discussion on the matter of interest as the board deems appropriate.