

## Conflict of Interest Compliance Agreement

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I \_\_\_\_\_ agree to:

- 1) Ensure that their interests do not supersede the interests of individuals receiving services from ASC
- 2) Avoiding any personal gain to themselves or their family and friends
- 3) Declare any conflict which may exist or potentially exist as it relates to ASC service delivery
- 4) Not borrow money or belongings of individuals receiving services from ASC
- 5) Decline any money, loans, or other items of financial value offered by an individual or their family
- 6) Decline all offers of gifts from individuals receiving services or their family, except for token or personal mementos of no appreciable value (under \$20) on special occasions, e.g. birthdays, Christmas
- 7) Decline requests to be appointed Trustee, Guardian, Executor or Power of Attorney for any individual receiving services from ASC unless under special circumstances. In such a circumstance, the employee or volunteer must inform the Executive Director and Area Program Director so the request can be reviewed and managed in an appropriate manner
- 8) Decline requests to be involved in personal directives for individuals receiving services from ASC unless under special circumstances. In such a circumstance, the employee or volunteer must inform the Executive Director and Area Program Director so the request can be reviewed and managed in an appropriate manner
- 9) Refrain from the sale of any item that results in the employee or volunteer's personal gain (e.g. home party sales)
- 10) All employees and volunteers are required to familiarize themselves with and abide by policies and procedures referencing conflict of interest situations.

### Compliance

Conflict of interest situations will be handled as per:

- Recruitment Policies and Procedures
- Placement Policies and Procedures
- Non-solicitation Procedures
- Code of Ethics Policy and Procedures
- Corrective Actions and Disciplinary Policies and Procedures

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASC Witness

\_\_\_\_\_  
Date

Binder(s):	Human Resources					Page:	1 of 1
Section(s):	Employee Relations	A	Sept 24-09	R/R	Oct 17/18		
Program Area(s):							