

**CRIME VICTIM SERVICES
PERSONNEL POLICY MANUAL**

**CONFLICTS OF INTEREST AND ETHICS STATEMENT
Form Goes To Executive Director for Personnel File**

**SECTION 9.11
PAGE 1 OF 3**

Purpose

One of the standards of ethical behavior expected at Crime Victim Services (CVS) is that all employees and members of the Board of Directors carefully avoid conflicts of interest between the interests of Crime Victim Services on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The purposes of this policy are to:

- protect the integrity of Crime Victim Services' decision-making process,
- enable its clients and partners to have confidence in the organization's integrity,
- protect the reputations and integrity of employees and board members, and
- raise awareness and encourage disclosure and discussion of anything that may be a conflict.

Scope

Upon or before hiring or election (and annually thereafter, and any time there is a change in his/her information) all employees and board members will complete an Acknowledgment and Conflict of Interest Disclosure Statement listing their affiliations, interests, relationships and activities that could potentially result in a conflict of interest. Affiliations or interests means any commitment, investment, relationship, obligation or involvement, direct or indirect, financial or otherwise.

Responsibilities

Employees and board members have the responsibility to ensure Crime Victim Services is made aware of situations that involve personal, familial or business relationships which could create a real or perceived conflict of interest, by reporting the situation to the Executive Director or Board President respectively and including on their Acknowledgment and Conflict of Interest Disclosure Statement. This need to report real or perceived conflicts of interest includes personal, familial or business relationships of the employee's or board member's extended family as well. The term extended family includes an individual's spouse/domestic partner, children, parents, grandparents, siblings, grandchildren, and spouse/domestic partners of children, siblings and grandchildren (including step-relationships in all the above), and members of the individual's household.

Review By The Board

Where an actual or potential conflict exists between the interests of Crime Victim Services and an employee or board member with respect to a specific proposed action or transaction, CVS shall refrain from the proposed action or transaction until such time as it has been approved by the disinterested members of the Board of Directors.

The board shall decide what measures are needed to protect CVS's interests in light of the nature and seriousness of the conflict, to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are appropriate.

The interested employee or board member may be asked to be available at the board meeting to answer questions or provide material factual information about the proposed action or transaction; however, they shall not participate in, nor be present during, the deliberations and decision making of the Board of Directors with respect to the possible conflict of interest.

The Board of Directors shall exercise due diligence, which may include investigating alternatives that present no conflict and compiling appropriate data such as comparability studies to determine

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**SECTION 9.11
PAGE 2 OF 3**

fair market value. If a comparable transaction or arrangement is not reasonably possible under circumstances to avoid a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in CVS's best interest, for its own benefit, and whether it is fair and reasonable. Interested board members may be counted in determining the presence of a quorum at such meeting but shall not be counted for purposes of determining what constitutes a majority vote of board members voting on the issue.

Records of Proceedings

The minutes of any meeting of the Board of Directors pursuant to this policy shall contain:

- the name of each employee or board member who disclosed or was otherwise determined to have a possible conflict of interest,
- the nature and seriousness of the interest and whether it was determined to constitute a conflict of interest;
- any alternative options considered;
- the names of the members of the Board of Directors who were present during the deliberations and the vote on the transaction;
- any comparability data or other information obtained and relied upon by the board and how the information was obtained; and
- the result of the vote including, if applicable, the terms of the transaction that was approved and the date it was approved.

If the decision of the Crime Victim Services Board of Directors is to move forward with the transaction or arrangement in question, they must maintain, for IRS purposes, documentation supporting this transaction or arrangement as the best option for the organization and demonstrating that the goods or services are being provided at a fair value (if not below market).

CRIME VICTIM SERVICES

ACKNOWLEDGMENT AND CONFLICT OF INTEREST DISCLOSURE STATEMENT

Crime Victim Services follows a Conflict of Interest Policy designed to protect the integrity of our decision-making process, enable our clients and partners to have confidence in the organization's integrity and protect the reputations and integrity of our employees and board members.

Part I. Acknowledgment of Receipt

<p>I hereby acknowledge that I have received a copy of the Conflict of Interest Policy for Crime Victim Services, have read and understand it, and agree to comply with its terms.</p>	
Signature	Date

Part II. Disclosure of Interests, Affiliations and Relationships

Please check ONE of the following boxes:

- My interests, affiliations and relationships have not changed since my last disclosure. [Proceed to signature section below. Do not complete the tables.]

OR

- I hereby disclose or update my interests, affiliations and relationships that could present a potential conflict of interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Name, relationship and potential conflict of interest
Include spouse/domestic partner, children, parents, grandparents, siblings, grandchildren, and spouse/domestic partners of children, siblings and grandchildren (including step-relationships in all the above), and members of the individual's household.	

My Interests or Affiliations	Description of interest that could lead to a conflict of interest
Transactions or arrangements with Crime Victim Services	
Interests or affiliations with other non-profit organizations	
Investment, business or financial affiliations or interests	
Interests or affiliations with entities not listed above	

I am not aware of any interests or affiliations involving me or my extended family that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.