

INCA Community Services Employee Conflict of Interest Agreement

The purpose of this agreement is to implement the agency's Conflict of Interest Policy, and Gifts and Gratuities policy, and Nepotism Policy as stated in INCA's Personnel Policy and Procedures Manual.

Conflict of Interest Policy: No employee, agent, consultant, officer, elected or appointed official or board member of the Agency may obtain a financial interest, or have an interest in any contract, subcontract or agreement for themselves or those with who they have family or business ties, during their tenure. Exception may be granted by the Oklahoma Department of Commerce following the procedure outlined in Requirement #110, Conflict of Interest, in the Community Action Association Implementation Manual

Gift and Gratuities Policy: Employees (including volunteers), members of an employee's immediate family and board members are prohibited from accepting gifts, money and gratuities from persons in a position to benefit from an action of the Agency. Gifts of nominal value of \$25.00 or less may be accepted by an employee or immediate family. Program cash donations will be turned in to the bookkeeping department. Immediate family members are: Husband, Wife, Mother, Mother-in-law, Father, Father-in-law, Brother, Brother-in-law, Sister, Sister-in-law, Son, Son-in-law, Daughter, Daughter-in-law, Step Children, Step Parents, and Step Brothers and Sisters and Grandchildren.

Nepotism: No person may be hired for position or promoted to a new position while a member of his/her immediate family serves on the Board of Directors or on the Policy Council Committee responsible for selecting or having personnel authority over his/her position. If a member of an employee's immediate family is elected or appointed to a board or committee subsequent to the date of initial hire, the board member must either resign or termination action of the employee effected. Such policy also applies to family members related through marriage.

No person may be hired for or promoted to a position over which a member of his/her immediate family exercises supervisory authority.

Relative within the third degree is defined as follows: Parents, Spouse, Nephew/Niece, Aunt/Uncle, Children, Grandchildren, Grandparents, Great Grandparents, Great Grandchildren, Brother/Sister, Spouse's Grandparents, Spouse's Great Grandparents, Spouse's Children, Spouse's Grandchildren, Spouse's Parents, Spouse's Brother/Sister, Spouse's Nephew/Niece, or Spouse's Aunt/Uncle.

It is important for the staff of INCA Community Services to be aware that both real and apparent conflicts of interest sometimes occur in the course of conducting the affairs of the agency and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of agency obligations to its charitable purposes and to the public interest.

Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties.

I have read the statement of policy regarding conflicts of interest. To the best of my knowledge and belief, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, neither I or any person with whom I have or had a personal, business, or compensated professional relationship intends to engage in any transaction, acquire any interest in any organization or entity, or become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

Without exception

Except as described in the attached statement

Date: ___/___/_____

Signature: _____