

---

## **CONFLICT OF INTEREST**

### **Outside Business Interest**

Employees and Board of Directors members may have outside business interests and outside employment so long as these do not interfere with their job performance at HSWC, Inc. Employees and BOD Members may not earn profit from outside employment or business interest that directly results from affiliation with HSWC, Inc.

### **Gifts, Gratuities**

Employees and BOD members are not to accept gifts, gratuities, free trips, personal property or other items of value from an outside person or organization as an inducement to provide services.

### **Purchase of Services**

BOD members, employees, officers, or agents of the Agency shall not participate in the selection, award, or administration of a contract supported by Federal or non-Federal funds if any actual or potential conflict of interest is involved. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that staff member or for a relative as a result of the Agency's business dealings. A conflict of interest arises whenever an employee obligates or expends Federal or non-Federal funds for the purchase or rental of goods, space or services and where, by doing so, financial gain may accrue to the employee or the employee's family members. Family members are defined in the section of this manual under Nepotism.

### **Employment by Clients of HSWC, Inc.**

Employees of HSWC, Inc. are prohibited from accepting employment from clients of HSWC, Inc. The definition of employment includes child care or babysitting services for any parents of students served by HSWC, Inc. Employment by immediate family members is excluded from this policy.

### **Employment of Clients of HSWC, Inc.**

Employees of HSWC, Inc. are prohibited from employing any client of HSWC, Inc. for personal enterprise, business or provision of personal services.

Violation of this policy will result in the immediate dismissal of the BOD member, employee, officer or agent.