

CONFLICTS OF INTEREST

Employees, committee members, volunteers and board members of **YVEDDI** may not engage in any activity or practice that is in conflict with the interests of the Agency, its vendors or clients.

No regular employee may hold dual, joint or simultaneous employment with a YVEDDI client or vendor without first notifying their supervisor. Upon notification to the supervisor, the Executive Director will determine if a conflict of interest exists.

Employees are required to disclose in writing to their supervisor any proprietary or financial interest they or their immediate family have in an organization from which the Agency receives funds or does business. The Executive Director will determine if a conflict of interest exists.

Employees will not accept gifts from any client. No employee shall accept or seek anything with a value of more than \$25.00. Nothing of value should be sought or accepted where it might reasonably be inferred that the purpose of the gift is to influence the employee's decision regarding Agency business with the donor. All gifts sought or accepted should be disclosed to the Program Director or the Executive Director.

Employees will not directly or indirectly attempt to influence the internal operations and decision making process of the Board of Directors, advisory boards or committees.


The Executive Director will make a case-by-case determination regarding the hiring of an employee's relative, to assure a conflict of interest does not exist. The Agency will not hire a relative of an employee who would supervise the other.

If one employee marries another or develops a close intimate relationship, both may retain their positions if they do not work in the same department and are not under the direct or indirect supervision of each other.

No person may be hired for a position while an immediate member of his or her family, serves on the Board of Directors.


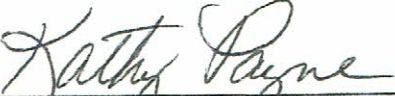

Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those immediate family members, defined as parents, spouse or persons in the same household with whom you share a common domestic life, children, stepchildren, brothers, sisters and grandparents.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The agency views such conflicts of interest as seriously as it does those involving family members or blood relatives.

 YVEDDI <small>YAKIM VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.</small>	HUMAN RESOURCE POLICIES
Personnel Committee: February 10, 2015	Board Approval: <i>3-12-15</i>

Approval of Human Resource Policies

Approval: (Signatures)

	<i>3-12-15</i>
Board Chair Signature	Date
	<i>3-12-15</i>
Executive Director Signature	Date
	February 23, 2015
Head Start Policy Council Chair Signature	Date