

Conflict of Interest Policy – YWCA STAFF

YWCA staff members may not engage in any business or transaction where there is a financial or other personal interest or association which is in conflict with proper discharge of official duties or would tend to impair the YWCA’s reputation or the employee’s independence of judgment of action in the performance of official duties.

Employees may not obligate or spend YWCA funds to buy or rent goods, space, or services, or to provide direct financial assistance through investments, grants, loans, or loan guarantees, if an employee with the authority to make the purchases or arrange for the services, or a member of the employee’s immediate family, has a substantial interest in the purchase, rental, or investment. Banking and other financial management services, medical, legal and other professional services and management and consultant services, as well as other kinds of skilled and unskilled labor, are affected by this limitation.

Employees are prohibited from accepting payment or services from a client for personal gain or in exchange for favors or special preference.

Immediate family includes:

Husband/Partner	Wife/Partner	Mother	Father
Father-in-law	Mother-in-law	Sister	Brother
Brother-in-law	Sister-in-law	Son	Daughter
Son-in-law	Daughter-in-law		