

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest, or the appearance of conflicts of interest. Employees must not engage in activities which conflict with Andrew Glover's business interests. An actual or potential conflict of interest, or the appearance of a conflict of interest, occurs when an employee is in a position to influence a decision that may result in personal and/or financial gain or a gain for a relative or friend as a result of Andrew Glover's activities, or when an employee takes actions or has interests that may make it difficult to perform his/her work for Andrew Glover objectively and effectively. (For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.)

Employees are prohibited from receiving any bribe, gift or special consideration with a value of \$25 or more as a result of any transaction or business dealings involving Andrew Glover. Contributions and donations to Andrew Glover for operational purposes are acceptable. If an employee believes he/she has received a gift of substantial or excessive value, the employee should discuss it with the Executive or Associate Director. Substantial gifts may be donated to a charitable organization.

If an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that she/he disclose to the Executive or Associate Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

No employee may be employed, either directly or indirectly, as an employee, director or consultant of an organization having any financial dealings with Andrew Glover without the written consent of the Chair of the Board or if the Chair of the Board is involved, the Treasurer.