



## Conflict of Interest

It is the policy of Morris Habitat for Humanity (MHFH) that the members of its Board of Directors and its employees must avoid all actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an individual is in a position to influence a decision that may result in a direct or indirect personal gain for the individual, an immediate family member, business partner or business in which the individual or immediate family member has a significant financial interest, as a result of participation in MHFH. For purposes of this policy, an “immediate family member” is defined as a spouse, parent, step-parent, grandparent, child, step-child, grandchild, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any individual sharing the same home.

- A. **Transactions involving MHFH.** Any employee or Board member who has any influence on, or interest in, transactions involving purchases, contracts, or leases by MHFH must disclose this conflict of interest as soon as possible to the President of the Board and must refrain from participation in any decision on such matter. Disclosure will ensure that any additional safeguards, as necessary, can be established to protect all parties.
- B. **Opportunities Belonging to MHFH.** Under no circumstances may a Board member or any employee take advantage of a business opportunity, or an opportunity to acquire any property, building materials or items intended for sale in the ReStore, that rightfully belongs to MHFH.
- C. **Gifts and Favors.** Under no circumstances may any Board member, employee, an immediate family member, a business partner or any business in which the Board Member or employee has a financial interest, solicit or receive any gifts, favors, anything with a monetary value in excess of \$25 or special consideration from any person having or requesting business dealings involving MHFH without the express written consent of the Executive Director and Board President. Acceptance of such consideration may subject the individual to immediate discharge or dismissal from the Board (as applicable).
- D. **Housing Through MHFH.** Employees and board members of MHFH and their household members are not eligible for the housing through MHFH. If an employee believes that their personal situation warrants assistance, they may appeal this decision through the existing grievance procedure and these decisions will be reviewed on a case-by-case basis. Extended family of the employee (outside the household) will be evaluated on the standard eligibility criteria without regard to employee relationship.