CONFLICT OF INTEREST

POLICY:

Tennessee Coalition expects employees and volunteers to scrupulously avoid any conflict, direct or indirect, between their own respective individual, professional or business interests and the interests of Tennessee Coalition or its clients.

PRACTICES:

1. A conflict of interest exists if an employee or volunteer:

   - Seeks or obtains for benefit or advantage, except in conformity with Tennessee Coalition policy, anything of more than nominal value that would not normally be available to the employee or volunteer.

   - Uses or makes available for benefit or advantage, except in conformity with Tennessee Coalition policy, the property, records, services, name, emblem, or endorsement of Tennessee Coalition affiliation of the employee or volunteer.

   - Publicly uses the employee's or volunteer's affiliation or that of any other Tennessee Coalition volunteer or employee in connection with personal association with partisan politics, denominationally religious matters or positions on issues that are not in conformity with Tennessee Coalition policy.

2. All employees shall disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with the activities of the Tennessee Coalition to End Domestic and Sexual Violence. Disclosure means providing to the Business Manager a written description of the facts giving rise to the conflict of interest. A disclosure statement, a sample of which is made a part of this policy, shall be made available to employees to assist in identifying any conflicts of interest. However, you should disclose any possible conflict of interest before you finalize any business arrangement. Do not wait until the annual disclosure statement to make the disclosure. You can obtain the forms for this disclosure from the Business Manager. The written notices of disclosures will be reviewed by the Management Team. The Executive Director will respond to the disclosure in writing if there is a conflict.

3. While individual employees are encouraged to be politically involved as responsible citizens, Tennessee Coalition takes a non-partisan role relating to political issues and unequivocally forbids the use of its funds for the support of political parties or candidates. No employee is authorized to make or approve such a contribution on behalf of the organization.

4. As employees and volunteers have questions about potential conflict of interest, they are responsible for taking initiative to explore the potential conflict to the point of clarity.