

Anchorage Community Sport Facilities Association

Anchorage Community Sport Facilities Association: Policies and Procedures Regarding Conflict of Interest

1. POLICY STATEMENT

All employees are required to perform the duties and activities of their position with the highest level of integrity and independence, in a professional and ethical manner. They must also ensure that they avoid or eliminate any conflict of interest or situation that could reasonably be perceived as a conflict of interest and immediately report it to their manager.

Although this policy details certain behaviors that may lead to a conflict of interest or the appearance of a conflict of interest, it is impossible to anticipate all situations that could lead to one. Employees may also inadvertently find themselves in a situation that leads to or could be perceived as a conflict of interest. These situations must also be disclosed.

Compliance with this policy is a condition of employment. Failure to comply with these provisions may result in disciplinary action, up to and including termination of employment.

2. SCOPE

This policy applies to all employees of ACSF, as well as contractual third parties or partners doing business with the company. All are expected to abide by the provisions of this policy that are reasonably applicable to them.

3. ACTIONS OR BEHAVIORS TO AVOID

Below you will find some situations, behaviors or events that should be avoided at all costs by employees, managers or other contractual third parties doing business with the company.

A conflict of interest exists when an employee's duty to give individual loyalty to the Association can be prejudiced by actual or potential benefit from another source. An employee should refrain from entering into any particular transaction or establishing any relationship with others if the employee's duty of loyalty and diligence to the Association is or may be impaired.

Following are some examples of actions or activities, which may create an actual conflict of interest, or give the appearance of a conflict:

- Engaging in any outside activity, which detracts from the efficiency of your duties as an employee of the Association. This includes serving on the board of organizations that are current or potential grantees of the Association without the approval of ACSFA's Executive Director and the Board Members;
- Employees must ensure that no conflict exists or could appear to exist between their personal interests and those of ACSFA, potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial interest.
- Engaging in any activity which conflicts with the interest or purpose of the Association; Engaging in any financial, business or other relationships with current or potential grantees of the Association;

Anchorage Community Sport Facilities Association

- Accepting in any form whatsoever, any remuneration, compensation or gift from current or potential grantees of the Association. Likewise, no employee shall provide or give gifts or favors to others where these might appear designed to influence improperly others in their relations with the Association;
- Use the premises, equipment, supplies or services of other employees of ACSFA to promote their personal interests
- Use confidential information for their personal benefit during or after employment with ACSFA.
- To be in a position where they could benefit directly or indirectly from an ACSFA business transaction (e.g. supplier of goods or services, contract, license or partnership)
- Failing to disclose to the Executive Director that an immediate family member is affiliated with a grantee or applicant.
- Give preferential treatment to any supplier or other person doing business with ACSFA in order to serve their personal interests;
- Invest in, own, have an interest in, or be an employee of an organization that may have an interest, direct or indirect, in any of ACSFA's commercial transaction, except in the case of a widely-held public company whose dealings with ACSFA do not represent a portion of its substantial interest
- Employees and managers must not use their positions or contacts at ACSFA to promote their personal interests or those of a family member or person with whom they have a close personal or professional relationship
- Take part in any ACSFA-related decision that may benefit a relative, close personal friend or a business enterprise in which a relative or close personal friend is involved or has a direct or indirect financial interest
- You must immediately disclose to management if ACSFA plans to hire a person for whom you have a romantic relationship, and that person may end up reporting directly or indirectly to you
- If, during the course of your employment, a romantic relationship develops between you and another employee within your direct or indirect chain, you both must promptly disclose that information. Although employees involved in a consensual relationship are individually responsible for disclosure, a manager's failure to report such a relationship will be grounds for appropriate disciplinary action.
- Employees shall not grant or appear to grant preferential treatment to a person with whom they have a close personal or professional relationship. In some situations, past relationships may also give rise to a perceived conflict of interest and should be treated as such.
- Employees are permitted to engage in outside employment or activities as long as they inform their manager prior to starting such activity, and to the extent that it does not compete with or reflect adversely on ACSFA or give rise to a conflict of interest, or it could not be reasonably perceived as compromising the integrity, independence and impartiality from ACSFA or bring ACSFA into disrepute or it does not restrict your availability or efficiency.

Anchorage Community Sport Facilities Association

- You cannot serve as a board member or technical advisor of a competitor or of a company that may reasonably be expected to become a competitor.

4. EMPLOYMENT AGREEMENT ON CONFLICTS OF INTEREST POLICY

I have read, understand and agree to comply with the foregoing policy, rules and conditions governing the Conflicts of Interest policy. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, legal action and criminal liability. Furthermore, I understand that this policy can be amended at any time.

Dated: _____

EMPLOYEE

ACSFA

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title