

Conflict of Interest Procedure

The Conflict of Interest Procedure is governed by the official Personnel Policies of The Road Home.

Purpose and Scope

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impairs the individual's ability to perform their responsibilities in the best interests of the Agency. The purpose of this procedure is to avoid any potential conflict of interest by an employee of the Agency. This procedure applies to all employees of The Road Home.

Content

The Road Home maintains written standards of conduct governing the performance of employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of The Road Home shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. The Road Home may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. Violation of standards by officers, employees, or agents of The Road Home may result in disciplinary action.

Employees should carefully consider all circumstances and possible consequences of business and personal dealings that could be viewed as a conflict of interest with The Road Home employment. They should not use their The Road Home employment to influence business transactions for personal benefit. They should not become involved in any activity that could compromise, or appear to compromise, their ability to perform their duties or make decisions in their work assignments.

Lobbying

Employees whose salaries are paid with federal funds may not participate in lobbying activities. A request for exception may be requested from the Executive Director.