



## Conflict of Interest Policy

CISLAC employees must avoid conflicts of interest whether they are actual or only give the appearance thereof. CISLAC's relationships and transactions with individuals outside the organization and with other business concerns must be conducted in a professional and ethical manner. Employees should review with the Executive Director of Human Resources, or their designees, any questionable activities that might be construed as a conflict of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question, and it therefore is not possible to define all the various circumstances and relationships that would be considered "unethical." The list below suggests some of the types of activities where employees might exercise caution:

- Accepting gifts, other than those of nominal value, or having any travel, living, or entertainment expenses paid for themselves or members of their families, by any person, firm, or corporation currently doing business or seeking to do business with CISLAC.
- Having any personal financial dealings with any individual or business organization that furnishes merchandise, supplies, property, or services to CISLAC or any subsidiary or affiliate. This includes arrangements to receive loans (other than bank loans), commissions, royalties, property shares, or anything of value.
- Making investments, other than normal stock and bond market transactions, in the companies with which CISLAC does business.
- Accepting a salary, consulting fee, honorarium, or reimbursement of expenses for writing, speaking or other services rendered to another organization for work that is a normal part of the employee's employment with CISLAC.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the organization or knowledge of its affairs for outside personal gains.
- Taking public positions on public issues in the name of CISLAC or on CISLAC stationery, without the approval of the Executive Director or his/her designee.
- Serving in any capacity, which might imply, without authorization, CISLAC's approval of the policy, product or service of any private enterprise.

### Conflict of Interest Policy Acknowledgement

As an employee of CISLAC, I understand my responsibility to work in the best interest of the organization and to avoid situations and actions that may be or may create the appearance of being in conflict with CISLAC's vision, mission and core values. I acknowledge that it is my responsibility to read, understand and abide by the contents of the Conflict of Interest.

Employee's Printed Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_