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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** |
|
| SUBJECT: Conflicts of Interest | Section: 7135B |
| Effective Date: December 21, 1982 | Revised Date: September 29, 2016; January 15, 2018; May 16, 2018; |
|  Version: 3 |  Status: Current |

MCN employees and board involved in grant-supported activities or agency business are prohibited from using their positions for purposes that are or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties.

The following are some examples of actions or activities that may create an actual conflict of interest, or give the appearance of a conflict:

* Engaging in any outside activity that detracts from the efficiency of your duties. This includes serving on boards or working for agencies that are current or potential grantees or contractors without the prior approval of the Executive Director;
* Engaging in any activity that conflicts with the interest or purpose of MCN;
* Engaging in any financial, business or other relationships with current or potential grantees or contractors of MCN;
* Accepting in any form whatsoever any remuneration, compensation or gift from current or potential grantees or contractors. Likewise, no employee or board member shall provide or give gifts or favors to others where these might appear designed to influence improperly others in their relations with MCN;
* Failing to disclose to the Executive Director that an immediate family member is affiliated with a grantee or contractor.

All employees are under a continuing obligation to make full disclosure to the Executive Director of all situations involving either actual or potential conflicts of interest, whenever such situations may arise.

If MCN determines that a conflict of interest or appearance of such conflict exists, the employee or board member may be asked to correct or remedy the situation immediately.

Depending on the circumstances, an employee may be subject to discipline, up to and including termination, for having engaged in conduct that constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.