

Conflicts of Interest

[Owner: Office of Human Resources]

Employees are expected to devote their best efforts to the interests of the Diocese and the conduct of its affairs. Employees are to refrain from any private business or other activity that would place them in a position creating a conflict between the employee's private interests and the interests of the Diocese or the Catholic Church.

Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a member of the employee's immediate family:

- Accepts or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with the Diocese.
- Accepts, agrees to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities.
- Accepts employment or compensation or engages in any business or professional activity that might require disclosure of Diocesan confidential information.
- Accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.

A policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. As a condition of employment, employees have a continuing requirement to make prompt disclosure to their Director or to the Chief Operating and Financial Officer or Director of Human Resources of any fact or circumstance that may involve a conflict of interest. Contact the Director of Human Resources if you have questions regarding a possible conflict of interest or outside work.

Failure to fully disclose conflicts of interest can result in disciplinary action up to and including termination of employment.