

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **CONFLICT OF INTEREST** | Sec 1, 3E

Reviewed 2022/07/08 | Revised: 2024/11/29 | **Effective: 2017/05/13**

SECTION 1 - 3.E

CONFLICT OF INTEREST

1. A conflict of interest occurs when an employee is in a position to influence a business decision that may result in personal gain.
2. All employees have an obligation to conduct their duties to avoid actual, potential, or perceived conflicts of interest.
3. An employee shall not accept or provide a bribe (monetary or otherwise).
4. If an employee has any personal interest in a business transaction involving a purchase or contract, where they have influence, in the outcome, full disclosure must be made to the Executive Director so that safeguards can be established and recorded.
5. An employee shall not use their influence to obtain an advantage for an immediate family member of the employee.

NLLS Executive Board Chair

November 29, 2024

Date of Approval