

## Indiana Youth Institute – Employee Guidelines for Conflicts of Interest

It is important to avoid even the appearance of impropriety the course of fulfilling job responsibilities. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for another person or entity in which the employee has a financial interest or other possible motivation to favor. Employees must disclose to the President & CEO all such instances of actual or potential conflict of interest, and must refrain from any involvement in decision making regarding any circumstance in which the employee may derive personal gain from the Institute's dealings with others, or in which another person or entity with whom the employee has personal connection or other possible motivation to favor may derive gain from the Institute's dealings.

Employees must not explicitly or implicitly ask The Institute's consumers, suppliers, or vendors for personal services or discounts for services or products marketed or delivered by such consumers, suppliers, or vendors. Employees must not borrow money or anything else from the Institute's consumers, suppliers, or vendors. Employees must not accept personal favors, gratuities, services, products, or "kickbacks," nor receive financial gain in any other form, from any person or entity which the Institute serves or with whom the Institute does business.

All employees and paid consultants of the Institute are prohibited from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of the Institute. Employees must not, for example use their relationships with the Institute's consumers to market or advance the employee's own private practice or business, nor that of another person or entity with whom the employee has a personal interest or relationship.

Employees are prohibited from accepting gifts from persons or entities served by the Institute other than holiday gifts, occasional meals, or promotional items having the sum total of which is less than \$100.00 in fair market value during any one calendar year . Consumers who wish to give a gift in appreciation for services should be encouraged to make a donation to the Institute. Any gift having a value of \$25 or more must be disclosed to the President & CEO. Any gift having a monetary value of \$100 or more automatically becomes the property of the Institute.

Violation of the foregoing conflict of interest policy may result in any level of disciplinary action including termination of employment. When in doubt about whether your situation is a conflict of interest, or if you have any questions concerning this subject, ask the President & CEO.