

## CONFLICT OF INTEREST POLICY

### WHAT CONSTITUTES A CONFLICT

This policy is guided by the United Way of Anchorage code of ethics. **All employees must avoid any conflict between their personal interests and those of United Way.** Full-time employees engaging in any outside employment or any other activities that could constitute a conflict of interest must notify our President and CEO.

### OUTSIDE EMPLOYMENT

Before accepting outside employment, which could constitute a conflict of interest, the employee must discuss it with our President and CEO. **Being employed by a workplace in addition to United Way may be detrimental.** It may create conflicting demands on the employee's productivity and availability. It may also create a conflict or appearance of one between us and the other employer. If it's determined a conflict exists, the employee will be asked to refuse the outside employment opportunity.

### NATURE OF ACTIVITIES

Before engaging in an activity that could constitute a conflict of interest, the employee must discuss its nature with our President and CEO. **Some activities may raise concerns about United Way's connection to them.** They may create conflicting demands on the employee's productivity and availability. They may also suggest an association between us and the activity. If it's determined a conflict exists, the employee will be asked to resolve it, which normally requires terminating the activity.

### DISCIPLINARY ACTIONS

**Failure by our employees to notify our President and CEO and resolve the situation will result in disciplinary action.** It could include termination of employment.