



## **The CASA Program for Bracken, Fleming and Mason Counties, Inc.**

The Mason County Judicial Building – 100 West Third Street

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### **CONFLICT OF INTEREST**

#### **POLICY:**

The purpose of this policy is to prevent the interests of board members, staff, volunteers and paid consultants from interfering with the performance of their duties to the CASA Program of Bracken, Fleming & Mason Counties, Inc. This policy prohibits employees, paid consultants, board members and volunteers from having direct or indirect financial interest in the assets, leases, business transactions or professional services to the CASA Program of Bracken, Fleming & Mason Counties, Inc. and requires the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto. Our program upholds the credibility, integrity and dignity of the CASA mission by conducting all business in an honest, fair, professional and compassionate manner. Recognizing and respecting the sensitive nature of the work, the program maintains the highest confidentiality.

This policy was reviewed and approved by the Board of Directors on November 11, 2014.

#### **PROCEDURES:**

A. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any board member, staff member, volunteer or paid consultant in a manner that is adverse to the interests of CASA.

B. A conflict of interest may exist when the interests or potential interests of any board member, staff member, volunteer, paid consultant or that person's close relative, or any individual, group, or organization to which the person associated with the CASA program has allegiance, may be seen as competing with the interests of the program, or may impair such person's independence or loyalty to the CASA Program of Bracken, Fleming & Mason Counties, Inc.

C. No board member, staff person, volunteer or paid consultant may participate in any decision-making process when he/she, or members of his/her immediate family, or any party, group or organization to which said person has allegiance, may have an interest that may be seen as competing with the interests or concerns of CASA Program of Bracken, Fleming & Mason Counties, Inc. Staff members, paid consultants, governing body members and volunteers of a nonprofit or public CASA program are prohibited from having direct or indirect financial interest in the assets, leases, business transactions or professional services of the program.

D. CASA Volunteers are prohibited from being related and/or friends to any parties involved in the case or being employed in a position or affiliated with an agency and/or have any contact with a case that might result in a conflict of interest.

E. Board members, staff members, volunteers and paid consultants must weigh carefully all circumstances in which there exists the possibility of accusations of competing interest and make timely disclosures of any possible conflict of interest and any and all relevant information pertaining to the possible conflict and may not participate in any decision-making process related to the matter in which there may be a conflict of interest. Further, board members, staff, volunteers and paid consultants shall excuse themselves from the room when there is any deliberation and decision-making concerning the matter in which there may be a conflict of interest. If a potential conflict is

identified during a board meeting, the matter under discussion should be tabled until the board executive committee can convene to determine whether or not a conflict exists.

F. In the event of possible conflict of interest in a decision-making process within the CASA office, the executive director shall report to the board in writing that the conflict of interest was disclosed and that the interested person was not in the room and did not participate in the final deliberation and decision on the matter of interest.

G. Include a procedure for dismissal or other appropriate discipline of the person involved with the conflict in the event said person fails to disclose the conflict prior to becoming involved in the transaction or decision affected by the conflict. **{CASA Standard 7-F}**

H. Notwithstanding the above, the Board of Directors Executive Committee may waive the foregoing restrictions and allow a board member, staff member, volunteer or paid consultant with a conflict of interest to join in such portion of the discussion on the matter of interest as the board deems appropriate.

I. Transactions with related parties should occur only if the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The related party is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

J. The minutes of CASA Program of Bracken, Fleming & Mason Counties, Inc. board and/or committee meetings shall reflect that the conflict of interest was disclosed and that the interested person was not present during the deliberation and decision on the matter of interest. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the executive committee, excluding the person(s) who may have the possible conflict.

K. Board members, staff, volunteers and paid consultants will review this policy annually and disclose any possible conflict of interest below. Failure to disclose prior to becoming involved in a transaction or decision affected by such conflict may result in disciplinary action and /or removal from a position with CASA Program of Bracken, Fleming & Mason Counties, Inc. The extent of such action will be determined by the Board of Directors Executive Committee.

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L. Members of the governing body and staff must sign the conflict of interest policy annually.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_