

**Conflict of Interest**  
**Dubois-Pike-Warrick Economic Opportunity Committee, Inc d/b/a**  
**TRI-CAP**

Employees must disclose to the Executive Director instances of actual or potential conflict of interest, and must refrain from any involvement in decision making regarding any circumstance which the employee may derive personal or financial gain from TRI-CAP 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 TRI-CAP dealings. During new hire orientation and annually, employees will be asked to disclose potential conflicts of interest. This document will be reviewed by the Executive team of the agency.

Employees must not ask TRI-CAP clients, suppliers, or vendors for personal discounts for services or products marketed or delivered by such clients, suppliers, or vendors. Employees must not borrow money or anything else from TRI-CAP clients, 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 TRI-CAP serves or with whom TRI-CAP does business.

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

Employees are discouraged from accepting gifts from persons or entities served by TRI-CAP. Clients who wish to give a gift in appreciation for services should be encouraged to make a donation to TRI-CAP.

Employees that apply for services provided by TRI-CAP, which result in a monetary benefit (excluding Family Planning), must have their application reviewed and approved by the Executive Director prior to receiving the service.

Failure to comply with this policy will result in disciplinary action that may include termination, referral for criminal prosecution and reimbursement to the agency or the government of any loss or damage resulting from the violation.