



---

<b>Series:</b>	<b>Governance</b>	<b>COA: ETH2</b>
<b>Policy Name:</b>	<b>Conflict of Interest</b>	<b>CFOP: NA</b>
<b>Policy Number:</b>	<b>GOV-002</b>	
<b>Revision #/Date:</b>		
<b>Effective Date:</b>	<b>March 27, 2014</b>	

---

**Applicable to:** Board members, officers, employees, consultants and volunteers

---

**PURPOSE:** Board members, officers, employees, consultants and volunteers of the NCFIE will act with honesty, integrity, and openness in all their dealings as representatives of the agency. The agency promotes a working environment that values respect, fairness, and integrity. NCFIE has a clearly stated mission and purpose, approved by the board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the agency understand and are committed to that mission and purpose.

**POLICY:**

The Board of Directors recognizes that potential or perceived conflicts of interest may exist on the part of board members, officers, employees, consultants or volunteers in carrying out their respective roles with NCFIE. It is the policy of the Board of Directors that board members, officers, employees, consultants, and volunteers shall have the continuing, affirmative duty to appropriately report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial and ethical judgment in the area of their responsibilities.

In support of this Policy, The Board Chair will inquire at the beginning of each regularly scheduled Board meeting if any board member has a potential conflict related to any item or topic appearing on the draft agenda for that meeting and if any board member has a business relationship with any other board member. The questions and responses will be reflected in the minutes of each meeting. If a board member discloses a potential conflict s/he will complete the Conflict of Interest Disclosure which is attached hereto, and will refrain from participation in any discussion or vote related to the disclosure.

This policy shall be further subject to the following principles:

1. Board members, officers, employees, consultants, and volunteers of NCFIE, Inc., shall conduct their interactions with respect to suppliers, customers, and other persons doing or seeking to do business with NCFIE, in a completely impartial manner, without favor or preference based upon any consideration other than the best interest of the agency.
2. Board members, officers, employees, consultants and volunteers shall not seek or accept, directly or indirectly, any payments, fees, services, or loans from any person or business entity that does or seeks to do business with the agency. This does not, however, prohibit a board member, officer, employee, consultant, or volunteer from receiving compensation for services that such persons may render, where services will not affect the impartial discharge of such person's duties or obligations to the agency. All potential conflicts should be promptly reported through the Conflict of Interest Disclosure.
3. Employees of NCFIE who wish to pursue outside employment will follow the Conflict of Interest procedures outlined in BFP Policy HR 2502.



4. Board members, officers employees, consultants, and volunteers shall not seek or accept for themselves or any members of their families from any person or business entity that does or seeks to do business with NCFIE, any gifts, entertainment or other favors of a "nominal value" that goes beyond common courtesies consistent with ethical and accepted business practices.
5. Board members who own, directly or indirectly, a financial interest in, or who manage or are employed by, any business entity that does or seeks to do business with the agency, shall refrain from participating in any discussion and voting on any issue brought to any Board of Director meeting pertaining to that relationship. This relationship will be promptly disclosed to the Board of Directors.
6. Board members who have any business relationship with any other Board member will disclose this upon the effective date of the relationship and thereafter annually for the duration of the relationship.
7. Board members, officers, employees, consultants, and volunteers shall not knowingly conduct business on behalf of NCFIE with a relative or business entity with which the individual or a relative of such individual is associated, except where such dealings have been disclosed and specific approval and authorization have been given.
8. Board members, officers, employees, consultants, and volunteers shall provide disclosure at least annually regarding their participation as a board member, director, officer, employee or volunteer of any other organization and request to complete a Conflict of Interest form.
9. Board members, officers, employees, consultants, and volunteers shall provide a disclosure statement upon engagement. At any time that a potential conflict of interest arises or there are any changes to the initial disclosure. It is the responsibility of each board member, officer, employee, consultant or volunteer to immediately disclose any potential conflict of interest which arises at any time by requesting a new Conflict of Interest form.
10. Board members, officers, employees, consultants or volunteers who participate knowingly in activities that constitute a conflict of interest as described above, without proper reporting through the Conflict of Interest Policy the existence of such a conflict, may be subject to consequences and/or actions that may result in the termination of the relationship with NCFIE, impact on professional licensure, certification, associations, accreditation etc.

Approved by the National Center for Innovation and Excellence Board of Directors \_\_\_\_\_ 2014

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

Kathleen Rich New  
Board Chair

Signature Date: October 23, 2014

DR. Patricia Nellius  
CEO

Signature Date: 10/23/14



**NCFIE BOARD MEMBERS, OFFICERS, EMPLOYEES, CONSULTANTS AND VOLUNTEERS OF BREVARD FAMILY PARTNERSHIP, BREVARD C.A.R.E.S. AND THE NATIONAL CENTER FOR INNOVATION AND EXCELLENCE**

**CONFLICT OF INTEREST DISCLOSURE**

Name: \_\_\_\_\_  
(PRINT)

NCFIE Policy GOV. 002 requires that each board member, officer, employee, consultant and volunteer provides an initial Conflict of Interest Disclosure of potential conflicts of interest in serving as a NCFIE board member, officer, employee, consultant or volunteer. NCFIE Board Members will complete this Conflict of Interest Disclosure form annually.

---

I acknowledge that I have read and understand NCFIE’s Conflict of Interest Policy, GOV 002

\_\_\_\_\_ I am in compliance with the policy.

\_\_\_\_\_ I am reporting the following potential conflicts (including any financial business relationship between board members or system of care service providers).

\_\_\_\_\_ I am reporting other organizations of which I am a Board Member, Officer, employee, consultant or volunteer.

I understand that I am expected to report promptly any changes in my affiliations or business relationships that might affect compliance with this policy.

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

Disclosures required above are as follows:

---

---

---

---

---

---

---

---