

## **Conflict of Interest Policy**

### **Mind, Body, and Soul Healing**

#### **Policy Statement**

All Mind, Body, Soul Healing must disclose conflicts or potential conflicts of interest to their supervisors before the occurrence, if possible.

#### **Reason for Policy**

This Conflict of Interest Policy is intended to guide employees, full-time part-time or volunteers, to carry out their employment responsibilities in a way that reflects and reinforces the values of Mind, Body, and Soul Healing. This policy ensures compliance with federal and state law obligations. Mind, Body, and Soul Healing expects all employees to maintain a high level of integrity when performing their individual duties. All employees are expected to conduct themselves with other employees and/or clients in a manner that will avoid any conflict of interest, and /or appearance of a conflict of interest, between the personal employee's interest and the interest of Mind, Body, and Soul Healing.

#### **Who is this Policy For**

This policy is for all employees, full time or part time or volunteer.

#### **Policy Text**

In general, Mind, Body, and Soul Healing expects all employees to:

1. Be aware of the potential for real or apparent conflicts of interest in all employment act to affect their professional judgement in decision making on behalf of Mind, Body, and Soul Healing.vities
2. Abide by the standards set by this policy
3. Fully disclose professional and relevant personal activities and relationships that can create a real or apparent conflict of interest.
4. Address Conflicts of Interest that arise.
5. Conduct Mind, Body, and Soul Healing business with appropriate transparency.

All Mind, Body, and Soul Healing are obligated to conduct themselves that promotes this organization's mission, vision, and values.

1. **Individual level:** When an employee has financial, personal, or other considerations that may affect or appear
2. **Organizational Level:** When Mind, Body, and Soul Healing has financial, personal, or other considerations that may affect or appear to affect its decision making as it relates to the organization's values, mission, and/or business practices.

Each employee must:

1. Refrain from using the organization's resources to further employees' interest.
2. Disclose any consulting relationship, financial interest, or significant ownership in any way when doing business with Mind, Body, and Soul Healing
3. Refrain from accepting any gift, compensation, or benefit with a value more than \$200 from any person or organization who aims to influence the employee's professional judgment.
4. Refrain from making payments or providing gifts or services in the name of, or on behalf of, Mind, Body, and Soul Healing to anyone who is in the position to influence an action or decision related to Mind, Body, and Soul Healing.

## **Procedures**

A conflict of interest can happen at any time. Employees must disclose such situations to their supervisors before occurrence and as quickly as possible. If employees are in doubt about a situation, they should fully disclose the situation. There is no harm in over-disclosing; however, failure to disclose may subject employees to disciplinary action.

To disclose a conflict or potential conflict of interest, employees and supervisors should adhere to the following procedures:

1. Employees complete section 1 of the Conflict of Interest Disclosure Form and submit to the director and/or supervisor.
2. Director and/or Supervisor must complete section 2 of the Conflict of Interest
3. Situation will be evaluated and section 3 will be completed by the Board of Directors
  - a. If no conflict of interest is found, the Board of Directors will send the updated Conflict of Interest Disclosure Form to the employee's director. The director will communicate the result to the employee.
  - b. If there is a potential conflict, the Board of Directors will send an updated Conflict of Interest Disclosure Form to the employee's director. The director will communicate with the employee.

## **Violations**

Violation of this policy will result in disciplinary action up to and including termination of employment.

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