

## Relief Nursery, Inc. Annual Conflict of Interest Statement

In order to conform to IRS guidelines, we need you to read the following Conflict of Interest Statement. After reading the statement, please check the appropriate line and sign below where indicated. If you have any questions or concerns, please contact Kelly at 541-343-9706 or [kellysu@reliefnursery.org](mailto:kellysu@reliefnursery.org).

### Conflict of Interest

**A.** Both the appearance and existence of conflict of interest situations are prohibited. *Directors, officers, and key employees will be required to disclose potential conflict of interests annually.*

### **B. Outside Employment**

1. If an employee of the Relief Nursery plans to accept other employment while working for the Relief Nursery. He/she must submit a memo to the Executive Director or Executive Director of Programs indication the nature of the work, the employer, and the hours of the work.
2. The outside employment must not detract from the efficiency of the work at the Relief Nursery, must not discredit the Relief Nursery, or must not create a conflict of interest with the Relief Nursery job.
  - a. The Nursery retains the right to disapprove of other employment by an employee if the work does not meet the criteria specified above.

### **C. Other Examples**

A conflict of interest may occur when an employee, officer, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

1. Out officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. Disciplinary actions will be taken for violations of such standards.

\_\_\_\_\_ I do **not** have a conflict of interest as described in the above statement.

\_\_\_\_\_ I do have a conflict of interest as describes in the above statement.

Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relief Nursery Title/Affiliation