



***LOGS Association – Social Initiative Group***  
**POLICIES AND PROCEDURES REGARDING CONFLICT OF INTEREST**

Employees and volunteers are required to conduct themselves at all times in accordance with good professional judgment for the sole benefit of the Association and in such a manner as to not create a conflict of interest or appearance of such conflict.

A conflict of interest exists when an employee and volunteer's duty to give individual loyalty to LOGS Association can be prejudiced by actual or potential benefit from another source. An employee or volunteer should refrain from entering into any particular transaction or establishing any relationship with others if the employee's duty of loyalty and diligence to LOGS Association is or may be impaired.

Following are some examples of actions or activities, which may create an actual conflict of interest, or give the appearance of a conflict

- Engaging in any outside work or volunteer activity with similar services to the same target group of the organization, in the same time of contract responsibilities with LOGS Association
- Engaging in any outside activity, which detracts from the efficiency of your duties as an employee of LOGS Association. This includes serving on the board of organizations that are current or potential grantees of the Association without the approval of the President and the Board of Directors;
- Engaging in any activity which conflicts with the interest or purpose of the Association;
- Engaging in any financial, business or other relationships with current or potential grantees of LOGS Association;
- Accepting in any form whatsoever, any remuneration, compensation or gift from current or potential grantees of the Foundation. Likewise, no employee shall provide or give gifts or favors to others where these might appear designed to influence improperly others in their relations with LOGS Association;
- Failing to disclose to the President that an immediate family member is affiliated with a grantee or applicant.

All employees and volunteers are under a continuing obligation to make full disclosure to the President of all situations involving either actual or potential conflicts of interest, whenever such situations may arise.

If LOGS Association determines that a conflict of interest or appearance of such conflict exists, the employee or volunteer may be asked to correct or remedy the situation immediately. Depending on the circumstances, an employee or volunteer may be subject to discipline, up to and including termination, for having engaged in conduct, which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

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Employee's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received & Accepted By:

Date: