



Family Support &  
Resource Center

## CLTS Conflict of Interest Policy

**Definition:** A conflict of interest is present when a situation exists which could interfere with a staff's ability to provide objective information, act in the best interest of a family, or has an interest in or the potential to benefit from a particular decision, outcome or expenditure.

All staff of FSRC will avoid potential conflicts of interest in order to provide impartial information, assistance and advocacy. All staff will report any and all potential conflicts to the Executive Director or their designee, and will complete the Conflict of Interest Documentation form.

Examples of Conflicts of Interest include, but are not limited to:

- A parent or close relative of a family is employed by FSRC
- A parent or close relative of a family or staff member is a vendor of supports, goods or services purchased by FSRC
- A staff purchases supports, goods or services from a parent or close relative of a FSRC family
- A parent or close relative requests personal funds from staff for any reason
- A staff requests funds from a FSRC family for any reason
- A staff rents property from a FSRC family/relative
- A family/relative rents property from a staff
- A staff is the representative payee for a FSRC family
- A staff serves on the Board of Directors of not-for-profit vendors
- A staff has a financial interest in a FSRC vendor or benefits from CLTS funding
- A FSRC staff has religious or other beliefs that might interfere with offering or recommending particular supports, goods or services to families

FSRC staff will make all efforts to resolve any identified conflict of interest, and when not possible, will make all efforts to minimize the effect of the conflict of interest.

FSRC staff will make all efforts to ensure that families are informed of identified conflicts of interest and are involved in all efforts to resolve or minimize them.

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