

Conflict of Interest Policy (St. Stephen's of Westborough)

2011

A conflict of interest is any activity, investment, interest, association or relationship (including relationships with family members, relatives, friends, and social acquaintances) which conflicts with the independent exercise of judgment in connection with your duties and/or employment with St. Stephen's Episcopal Church of Westborough. Each vestry/parish member is required to perform his/her respective duties in good faith and in a loyal manner, and to not engage in any activity that is, or appears to be, a conflict of interest.

A conflict of interest may arise in many situations. Although it is not possible to identify all situations which could involve a conflict of interest, reasonable judgment should be sufficient to evaluate most situations. In the event you are unsure whether or not a particular situation creates a conflict or potential conflict of interest, you are encouraged to seek advice from a member of the St. Stephen's Vestry, cleric, or the Diocese of Western Massachusetts.

Some common situations which involve potential or actual conflicts of interest include, among other things:

1. Soliciting, demanding or accepting gifts, gratuities, prizes, trips, favors, goods, services or anything of value, or the giving of gifts, gratuities, prizes, trips, favors, goods, services or anything of value, from or to any person in conjunction with the performance of your duties and responsibilities with St. Stephen's of Westborough.
2. Engaging in or authorizing, or causing another to engage in or authorize, any St. Stephen's business transaction with a relative, or any business organization with which a parishioner or employee, or a family member of any parishioner or employee, is associated.
3. Personally taking advantage of a business opportunity that belongs to St. Stephen's, or deriving personal profit, gain or financial advantage (other than compensation from St. Stephen's), from any St. Stephen's business transaction.
4. Using St. Stephen's assets, including name, facilities or relationships, for personal benefit.
5. Maintaining a direct or indirect supervisory reporting relationship with any family member or others with whom you have a significant relationship.