

SUBJECT: CONFLICT OF INTEREST (PURCHASE OF BUSINESS SERVICES)

EFFECTIVE
DATE: 01-28-10 (replaces 04-04-08)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB that business arrangements will not be made with relatives of employees or contracted individuals.

Definition:

Relative: defined as an employee's or contracted individual's spouse, parent, grandparent, sister, brother, child, grandchild, legal ward, guardian, or immediate in-law.

PROCEDURE

1. All staff are advised of this policy during General Orientation.
2. Invoices submitted for payment that violate this policy will not be paid.