

## Conflict of Interest

**Policy No. 340**

- Policy Statement:*** All clergy and employees of the Archdiocese shall avoid and/or report any conflict of interest situations.
- Intent of Policy:*** To inform and provide guidelines to clergy and employees for the understanding and prevention of conflict of interest situations.
- Definition:*** Conflict of interest is a situation in which a clergy or employee whose private interests, or the private interests of a relative or an associate, might benefit financially or otherwise from their actions or influence as a clergy or employee of the Archdiocese.
- A conflict of interest may also arise where, due to the nature of a clergy or employee's position and/or responsibilities, when their actions/activities outside of their regular working hours adversely impact the Archdiocese and/or compromise their position and the employment relationship.
- Procedure:*** Clergy or employees who find themselves in a potential or actual conflict of interest situation have a duty and responsibility to notify their immediate supervisor.
- Failure to report such potential or actual conflict of interest will result in disciplinary action being taken, up to and including dismissal.
- Refer to Policy:***
- No. 347 Progressive Discipline
  - No. 349 Termination of Employment (Culpable)