

THE FAMILY PANTRY OF CAPE COD

CONFLICT OF INTEREST POLICY

I. Definition- A conflict of interest is defined as an actual or perceived interest by a trustee, officer, board member or staff member of the Family Pantry of Cape Cod (the “Pantry”) in an action that results in, or has the appearance of resulting in, personal, organizational or professional gain for or to that person. Trustees, officers, directors and staff members are obliged to always act in the best interests of the Pantry. This obligation requires that any trustee, officer, director or staff member, in the performance of organizational duties, seek only the furtherance of the Pantry’s mission. At all times, trustees, officers, directors and staff members are prohibited from using their job title or the Pantry’s name or property for their own profit or benefit.

II. Prohibited Actions-

A. The trustees, officers, directors and staff members of the Pantry should neither solicit nor accept gratuities, favors or anything of monetary value from contractors or vendors to the Pantry. This prohibition is not intended to preclude bona fide Pantry fund raising activities. Further, it does not preclude acceptance of items of nominal or insignificant value that are not related to any particular transaction or activity of the Pantry.

B. Unless approved by the board of directors, no trustee, officer, director or staff member of the Pantry shall participate in the selection, award or administration of a purchase from or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:

1. The trustee, officer, director or staff member;
2. Any member of their immediate family to include spouse, domestic partner, parent, child, spouse of a child, brother, sister or spouse of a brother or sister;
3. An organization in which any of the above is an officer, director or employee;
4. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

III. Disclosure- Any possible conflict of interest shall be disclosed by the person or persons concerned to the Pantry Board of Directors.

