



# MASONIC HOME FOR CHILDREN AT OXFORD, INC.

600 College Street Oxford, NC 27565

(888) 505-4357      [mhc-oxford.org](http://mhc-oxford.org)

## Conflict of Interest Policy Acknowledgement

It is the policy of the Masonic Home for Children, Inc. (MHCO)'s Board of Directors that members of the board and personnel shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety in any transactions. Per the National Council of Nonprofits, a conflict of interest is defined as "a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust." No member of the Board of Directors, officer, committee member, or personnel of MHCO shall engage in any personal dealings or dealings with a perceived conflict of interest including, but not limited to, the purchase or receipt of any property or entering contracts, except in cases of open and competitive bidding. The Board of Directors or personnel of MHCO are prohibited from employment in any position that has any influence in the supervision, evaluation, promotion, or pay decisions for family members or relatives. No special preference shall be given to Board Members, donors, or personnel in accepting applications for admission to MHCO or service rendered.

No Board Member, personnel, relative of either, or other donor shall receive preferential treatment, consideration, or benefit regarding admissions, recognition, or compensation because of a charitable gift to MHCO. All parties involved in charitable acts must abide strictly by the ethical standards of fundraising and donor bill of rights adopted and followed by MHCO. Donor information or relationships shall not be used inappropriately or in ways that might damage donor confidentiality or relationships with MHCO. Referrals for monetary compensation, goods, services, or personal gain are prohibited. Referrals shall be made in the best interest of the resident, the resident's family members or legal custodian, the current cottage population, and to MHCO.

Members of the Board of Directors or personnel shall not hold an ownership interest in a business that provides good or services to MHCO. Members of the Board of Directors or personnel shall not accept favors, gifts, gratuities, or take part in any activities or transactions that relate to, effect, or influence decisions made for, regarding, or on behalf of MHCO. MHCO shall not make low interest or forgiveness of personal loans to covered persons.

If a potential conflict of interest arises, personnel shall inform the Administrator. Board Members or the Administrator must immediately disclose a potential conflict of interest to the Board of Directors. The Chairman of the Board of Directors shall review, investigate, and resolve the actual, potential, or perceived conflict of interest. The party in potential conflict may be requested to document the nature of the conflict for review. The Chairman of the Board of Directors shall advise the Policy and Personnel Committee of the resolution in writing and include the resolution in the committee minutes.

Board Members or personnel shall not vote nor participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant involving any funds or property of MHCO or any dispute arising under such contract or grant when the individual stands to benefit, either directly or indirectly, from such contract or grant. A Board Member or employee is not deemed to benefit directly or indirectly from a contract or grant involving any funds or property of MHCO if he or she receives only the salary or stipend due to him or her in the normal course of employment. All Board Members and personnel shall be informed of, bound by, and sign a statement acknowledging and agreeing to this policy annually.

I have read and understand the Conflict of Interest Policy utilized at the Masonic Home for Children at Oxford, Inc.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date