



## PROFESSIONAL ETHICS

### CONFLICTS OF INTEREST

It is essential that you devote your full attention to your job and avoid any actual, potential, or apparent conflicts of interest.

A “conflict of interest” exists when an employee’s loyalties or actions are split between the Parks Conservancy’s interests and those of another (such as a supplier, vendor, customer, independent contractor, or the employee’s self-interests). Both actual and apparent conflicts of interest should be avoided.

Examples of common conflicts from which employees must refrain include:

- Accepting personal gifts or entertainment from actual or potential customers, suppliers, or contractors;
- Engaging in self-employment in competition with the Parks Conservancy;
- Using Parks Conservancy assets, such as its proprietary or confidential information, for personal gain or to the Parks Conservancy’s detriment;
- Having a direct or indirect financial interest in or relationship with a customer, supplier, or contractor;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Parks Conservancy; or
- Committing the Parks Conservancy to give its financial or other support to any outside activity or organization.

## DISCLOSING CONFLICTS OF INTEREST

If you or someone with whom you have a close personal relationship (i.e., a family member or close companion) has a financial or employment relationship with an actual or potential customer, supplier, contractor, you must disclose this fact in writing to the Executive Vice President & COO.

If you become involved in a personal relationship with an employee of a supplier, contractor, or customer, a conflict of interest may exist. Please notify your supervisor of such circumstances.

## OUTSIDE EMPLOYMENT

We recognize that some employees work more than one job. You are free to engage in outside employment as long as this employment does not interfere with your work for the Parks Conservancy and does not create an actual or perceived conflict of interest. Concurrent outside employment or consulting work secured based on work experience, accomplishments, products, or expertise gained during your employment at the Parks Conservancy must be approved through the HR Department.

Please discuss concurrent employment opportunities with your department manager, because his or her written approval may be required before outside employment is commenced. If you already have additional jobs at the time you are hired by the Parks Conservancy, please let your department manager know for the same reasons.

The Parks Conservancy maintains a separate, comprehensive Conflict of Interest Policy for its officers and affiliates who manage relationships with outside contractors. This separate policy requires an employee's full disclosure and signature and is included in this Handbook as Appendix C.

If you are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest, please discuss it with your department manager.

## EMPLOYMENT WITH RELATIVES

Relatives of present employees may be hired by the Parks Conservancy, but only if neither relative will manage or supervise the other.

"Relatives" are defined as spouses, children, sisters, brothers, mothers, fathers, registered domestic partners, or persons related by marriage.

## WHISTLEBLOWER POLICY

As a nonprofit organization dedicated to preserving, protecting, and enhancing the Golden Gate National Parks, we pride ourselves on our organization's and our employees' high ethical values. These include integrity, openness, honesty, accountability, fairness, respect, and responsibility.