HOPE CHARITIES

Conflict of Interest

Employees, board members and volunteers should be aware that conflicts of interest can arise through various relationships including, but not limited to, family relationships, economic relationships and personal or intimate relationships.

A conflict of interest, by its very nature, must be disclosed and addressed, as by its very nature it can compromise an individual's decision-making, create a perception or concern to third parties that internal decision-making may be compromised and can compromise the integrity and confidentiality of patient information and internal processes critical to Hope Charities' operations.

Any volunteer, staff person or board member of Hope Charities will disclose any real, potential or perceived conflict of interest to the appropriate individual to determine whether appropriate corrective action should be taken.

Conflict of Interest is created when:

a. An employee or volunteer, including a board member, (or a family member of the foregoing) is a party to a contract, or involved in a transaction with Hope Charities.

b. An employee or volunteer, including a board member, (or a family member of the foregoing) has a material financial interest in a transaction between Hope Charities and an entity in which the, employee or volunteer, board member, or a family member thereof has an interest or relationship.

c. An employee or volunteer, including a board member, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with or operates in the same industry space as Hope Charities, including, but not limited to a non-profit entity that operates in the health care or charitable assistance space, or a for profit entity that provides treatment, services or benefits for patients with a rare or chronic illness.

d. An employee or volunteer, including a board member, (or a family member of the foregoing) has personal interest that conflicts with the interests of Hope Charities or arises in situations where a board/staff member has divided loyalties (also known as a "duality of interest").

37325 Market Place Drive, Suite B, Prairieville, LA 70769
Office: 888.529.8023 Fax: 888-835-1449
www.hope-charities.org

A conflict arising out of a personal interest can occur in situations that result in inappropriate financial gain to persons in authority at Hope Charities and can lead to financial penalties and violations of IRS regulations. Situations or transactions arising out of a conflict of interest also can result in either inappropriate financial gain or the appearance of a lack of integrity in Hope Charities decision-making process. Other situations may create the appearance of a conflict, or present a duality of interests, with a person who has influence over the activities or finances of Hope Charities.

A person who must consider whether he/she has a conflict includes any person serving as an employee or member of the Board of Directors of Hope Charities, has a position with a corporate donor to Hope Charities, or anyone else who is in a position of influence over Hope Charities.

Employees

Employees should avoid situations in which they may be called upon to negotiate or do business with an organization in which the employee (or close relative of the employee or other person with whom the employee has a close personal relationship) has substantial ownership or other interest.

Because of the potential for a conflict of interest, all employees considering or having employment, performing services or consulting work outside Hope Charities must have prior written approval from the CEO and may not accept fees for service when representing Hope Charities.

Disclosure

It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations, conflicts or potential conflicts to (i) the employee's supervisor (ii) the CEO, (iii) the Chair of the Board or (iv) other designated person, as appropriate.

Board and staff are urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict.

Staff should disclose to their supervisor/CEO and board members should disclose to the board/Chairperson of the board as soon as the person with the conflict is aware of the conflict, potential conflict or appearance of a conflict.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether the situation creates a conflict that is subject to this policy.

All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization and/or individuals should take so that the best interests of Hope Charities are not compromised by the personal interests of the employee or volunteer and the third party which is the subject of the conflict.

Reporting Possible Violations

Hope Charities maintains an "open door" policy to communicate possible violations of any Hope Charities policy. All communications of this nature will be kept in strictest confidence and will be investigated by the board thoroughly and fairly.

HOPE CHARITIES

Conflict of Interest Disclosure Form

Name: _____ Date: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Hope Charities and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify another nonprofit and/or for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member is an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1._____

2._____

3._____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Hope Charities.

Signature: _____ Date: _____

37325 Market Place Drive, Suite B, Prairieville, LA 70769
Office: 888.529.8023 Fax: 888-835-1449
www.hope-charities.org