

## **CONFLICT OF INTEREST Policy**

A conflict of interest exists when the personal or professional interests, or family interest, of a Trustee, Director, Secretary, Officer, Committee member, staff member, either as a volunteer or paid, of the **Catholic Diocese of Memphis, and its related entities** (“CDOM”), affects his or her ability to be objective on behalf of CDOM. As these individuals are likely to be affiliated with many organizations in their communities, both on a professional and a personal basis, it is not unusual for actual or potential conflict of interests to arise. This policy defines how CDOM interprets conflict of interest and what steps are expected to be taken to deal with such conflicts when they occur.

It is expected that no one shall use his or her position, or knowledge gained therefrom in such a manner that a conflict arises between the interest of CDOM and his or her personal, family, or professional interests. Each individual who holds a position with CDOM has the duty to place the interests of CDOM foremost in any dealings on behalf of CDOM, and has a continuing responsibility to comply with this policy.

In order to comply with this policy, it is expected that:

If a person or his or her family has an interest in a proposed transaction with CDOM in the form of a significant personal or organizational financial interest in the transaction or holds a position, whether paid or as a volunteer, in any Diocesan related entity, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any such individual who has a potential conflict of interest with respect to any matter coming before the Diocese shall not participate in any discussion of or vote in connection with the matter unless invited by an authorized representative to respond to questions or provide factual information.

Any individual who gains privileged information by virtue of his or her role with CDOM shall not use that privileged information for personal or professional gain.

A signature in the designated space at the bottom of this policy will indicate the agreement to abide by this policy to the best of his or her ability.

*I have read the above statement of policy regarding conflict of interest and agree to abide by this policy to the best of my ability in my role at Catholic Diocese of Memphis and its related entities.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_