



## **CONFLICT OF INTEREST POLICY**

### **Outside Employment**

The President & CEO or his/her designee must review and approve the employment of persons who are deriving income from or who have an interest in a vendor doing business with Together. An employee who enters into outside employment must discuss his/her employment with his/her supervisor or President & CEO or his/her designee to be certain that a conflict does not exist. Dual employment for full-time employees is discouraged.

### **Political Activities**

No employee may carry on political activities as a representative of Together. No political activities may be carried on while on the premises, in Together owned vehicles, or while using or Effective 2-03-2020 13 wearing property of any kind of Together. Together does not endorse or support any specific party or elected official. Together's goal is to support the people we serve each and every day.

### **Advocacy Policy**

One of the most critical roles Together can play is ensuring the voice of Together's clients is adequately represented and heard. Together seeks to advocate and ensure clients' voices are heard in the areas of food insecurity, affordable housing, and economic security. The President & CEO and the Advocacy Coordinator are the designated individuals for engaging in advocacy efforts on behalf of the organization. Other grassroots advocacy efforts can take place on an individual basis but not as a representative of Together.

### **Confidentiality and Privacy**

An employee's work at Together may bring them into contact with certain information of a confidential nature. This confidential information may include personal or medical information about a client or colleague and also proprietary information regarding the operation of the facility that is not generally known or disclosed to the public.

Confidential information can only be discussed with those Board Members and employees who have a work-related need to know. Employees will not discuss confidential information with any persons outside the facility.

Confidential Information includes but is not limited to:

Participant files, participant documents, participant lists, participant statements, and all other documents containing information pertaining to Together participants, whether in hard copy or electronic format;

Financial information relating to Together and financial information, including but not limited to, tax returns;

Information which Together has not disclosed to the public, or which is not readily ascertainable by persons or entities outside of Together's business, or which has been restricted by Together to only select employees; or information which Together has developed or acquired; and Information regarding staff members, including but not limited to last names (due to the nature of our assistance) or other identifying and personal contact information.

Employees acknowledge that his or her position with Together is one of the highest in trust and confidence by reason of employee's access to and contact with the confidential information of Together, both during and after the term of this Agreement.

Failure to protect confidential information is a serious offense. An employee who violates this policy is subject to disciplinary action, up to and including termination of employment.