

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Conflict of Interest

PROCEDURE NO: HR 700.24

REPLACES: None

PAGE(S): \_\_\_\_\_

PREPARED BY: HR Director

DATE: June 2020

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## **PURPOSE:**

The Company relies on the integrity and loyalty of every employee. Conflicts of interest are to be avoided at all times. Employees should avoid pursuing individual interests which conflict with the best interests of the Mennonite Village. Such conflicts arise when employees develop personal or financial relationships with customers or competitors. If you have a possible conflict of interest, discuss the situation with your supervisor at the earliest opportunity.

## **POLICY:**

If the Company determines that a conflict of interest or appearance of such conflict exists, the employee may be asked to correct or remedy the situation immediately. Depending on the circumstances, an employee may be subject to discipline up to and including termination, for having engaged in conduct which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

## **Employment of Residents**

Due to potential conflict of interest, the Company does not employ residents of the facility. If an employee elects to live on the campus, their employment will be terminated.