

**Subject: Human Resources – Conflict of Interest**

**Policy:**

All May Institute employees should conduct themselves in such a way as to avoid any possible claims of conflict of interest.

**Procedure:**

1. Employees should avoid activities which may prevent them from reporting to work on time, fully alert and fit to provide the requisite care to the individuals we serve.
2. If a potential conflict arises, the employee must immediately notify their supervisor of the conflict.
3. The supervisor must advise the Center Director/Vice President and HR representative of the potential conflict.
4. The Center Director/Vice President and HR will take appropriate action and/or make recommendations as necessary.
5. Employees shall not maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of May Institute or which interferes with the employee's ability to perform his or her job responsibilities.
6. Employees will not give or accept any gifts that influence referrals, admissions, or services. In addition, employees will not solicit or accept gifts greater than \$25 in value from individuals or families served.
7. Employees should not accept offers of overnight accommodations from individuals served or families of individuals served when traveling. Exceptions to this policy would be for parent training, employees working with individuals who have sleeping or other overnight challenges, or for employees traveling with individuals served on vacation trips with their supervisor's prior approval.
8. Employees will not accept any private pay from individuals served, family members or guardians except in the case of formal arrangements made through the Program Management Team.
9. Employees who become aware of any of the above or related issues are expected to immediately notify Human Resources.

**Related Policy and/or Procedure:**

Standards of Ethical Conduct  
Section 2 Rights/Ethics