
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.13 Conflict of Interest

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict of interest.

Procedures:

To insure that the transactions in which employees participate are ethical and within the law in letter and in spirit, employees will not accept from anyone with whom the employer does or is seeking to do business any personal gifts, services, travel or entertainment that may reasonably be perceived by others to affect their judgment or actions in the performance of their duties. Promotional items of nominal retail value may be accepted (only on appropriate occasions). No employee may solicit, offer or accept a stipend or payment, other than their regular salary, from any department of the Diocese of Phoenix or any Diocese of Phoenix parish, Catholic school, Kino Institute, Catholic Cemetery, Mount Claret Center or Newman Center that has adopted these guidelines without prior written approval of their employer.

Should an employee sense that there is a potential conflict of interest, the matter should be immediately reported to their supervisor who, in turn, should consult with the Diocese of Phoenix Chief Human Resources Officer. If appropriate, the Chief Human Resources Officer will consult with the General Counsel.

Should a supervisor become aware of a potential conflict of interest involving any of the employees they supervise, the matter should be discussed immediately with the employee and the Diocese of Phoenix Chief Human Resources Officer. If appropriate, the Chief Human Resources Officer will consult with the General Counsel.

Since each case may involve special circumstances, it will be judged on its own merit and in consideration of the duties of the employee and the relative significance of the factors involved.

Employees who violate the Diocese of Phoenix's conflict of interest policy, or who create an equally detrimental impact on the employer, may be subject to disciplinary action including termination, even for first offenses.

As this procedure is not comprehensive, employees are encouraged to seek assistance from their supervisor with any legal or ethical concerns.

**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy: Conflict of Interest Signature Page

Approved by Bishop Thomas J. Olmsted on October 27, 2006