

# Conflict of Interest Policy

## **Purpose:**

The Evangelical Free Church of Crystal Lake wishes to provide an excellent place of employment within a framework of good judgment. The EFCCL also wishes to exercise reasonable care so personal relationships will not affect working relationships.

As a ministry initiated and sustained by God, The EFCCL has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

The potential for a conflict of interest arises in situations in which a person is responsible for promoting the interest of the ministry at the same time he or she is involved in a competing personal interest.

To protect the impartial decision making and reputation of both the The EFCCL and those involved with it, transactions with related parties where a potential conflict of interests exists, or may appear to exist, must be carefully handled. Such transactions should be disclosed to the Elder Board and be evaluated to ensure they are made in the best interest of the organization.

## **Conflict of Interest Guidelines:**

1. Relatives of employees and/or elders will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.
2. Related employees will not be permitted to work under the direct supervision of their relation because of employee morale, security, and other legitimate organizational reasons. Related employees will not normally be permitted to work in the same department unless there is no actual or apparent conflict of interest as deemed by the appropriate church leaders of a given situation.
3. Such relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if there is an actual or apparent conflict of interest. In addition, The EFCCL may require a related employee to transfer or resign if there is a conflict of interest or management or supervision problem that cannot be resolved.
4. The term "Relatives" mentioned in this policy shall be qualified by the Elder Board on a case-by-case basis.

5. In no case will a relative be permitted to vote on the setting of an individual family member's salary and benefits.
6. Family members will not be allowed to participate in elder discussions related to the hiring, discipline, or possible dismissal of another family member or to cast a vote related to such actions.
7. In no case will a relative be allowed to review a family member's employment performance. In cases where a review is required, other staff and/or Elders will be included in the review process to ensure objectivity and fairness.
8. Family members are not allowed to go to another family member's supervisor or the Elder Board to express a grievance on their relative's behalf. The injured family member must represent himself/herself and may bring an advocate other than a staff family member.
9. The Senior Pastor reserves the right to disqualify any spouse/family member for consideration of employment if, in his opinion, there is any potential for conflict or tension which may not be covered by the guidelines listed above.
10. Before any hiring decisions are made involving family members, the Elder Board must be made aware of the relationships involved, and must grant their approval prior to an offer of employment is made.
11. Should an elder or employee become aware of a future potential conflict of interest situation, the Elder Board, Senior Pastor, and the Director of Business Services shall be notified for consideration of appropriate action.

We believe that this policy will allow the church maximum freedom to hire the most qualified employees while protecting the church from most problems of nepotism and conflicts of interest. If problems arise, they will be handled case-by-case.

Disclosure Statement: \_\_\_\_\_

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(Signature)

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(Date)

Approved by the Elder Board: December 20, 2011