

## § 3500 THE CONFLICT OF INTEREST POLICY

### *Policy Application*

*The following section explains the purpose of a Conflict of Interest Policy. It outlines the parameters of a conflict of interest for employees, volunteers and contractors for both parishes and the diocese.*

### **§3500 Conflict of Interest Requirements**

**3500.1. Policy** All Employees, Volunteers and Contractors of the Diocese of Springfield in Illinois shall adhere to the highest standards of personal and professional integrity and shall protect the interests of the Diocese.

### *Procedure*

If a potential conflict exists because of an employee's or volunteer's personal related interest in a matter, the employee will advise their supervisor immediately.

An employee or volunteer will be considered to have potential conflict of interest where he or she has a direct or indirect financial interest in a matter and where the employee could influence or appear to be able to influence any decision on that matter. Examples include acceptance of personal gifts beyond moderate courtesy, purchasing decisions for personal gain, and/or written or public statements in conflict with the parish or diocesan mission and the Catholic Faith.

Employees, volunteers and related firms or suppliers are not precluded from selling goods, materials, or services to the Church provided this activity is consistent with generally accepted competitive commercial practices.

The bishop or the parish pastor is responsible for final decisions on any potential or actual conflicts of interest. Employees or volunteers are responsible for declaring any potential or actual conflict of interest.

*The members of the Parish Finance Council, in making recommendations or providing strategic advice to a Pastor, should avoid conflicts of interest, either in fact or appearance. Any member of a Parish Finance Council who has a financial interest in an entity that does a substantial business with the Parish will be considered to have a direct or indirect conflict of interest.*

*The Parish should adopt a Conflicts of Interest Policy. The Conflicts of Interest Policy should be reviewed annually by the Pastor and the members of the Parish Finance Council.*