

PHILADELPHIA BAR FOUNDATION

Finance Policy and Procedure #17

Conflict of Interest - Employees

Purpose Statement

This policy ensures that the employees of the Philadelphia Bar Foundation (Foundation) understand that their employment with the Foundation carries with it the responsibility to be aware of the importance of ethical conduct.

Procedure

Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interest of the Foundation or its members. Where conflict of interest is established, the employee may be subject to disciplinary action or termination of employment.

Employees may accept personal compensation for job related speaking engagements, consulting services, teaching or other activities if approved in advance by the Executive Director.

Personnel in a position of trust may not be related to each other. Additionally, Foundation employees may not have a financial interest with the companies suppliers of the Foundation that receive more than \$5,000 in cash revenues from the Foundation in a calendar year.