



Conflict of Interest Policy for the Piscataquis Regional Food Center

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Piscataquis Regional Food Center (PRFC), or result in a personal financial, professional, or political gain on the part of such persons at the expense of Piscataquis Regional Food Center or its Members, supporters, and other stakeholders.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage, or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from a Piscataquis Regional Food Center transaction or staff member of such organization receives payment from Piscataquis Regional Food Center for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from Piscataquis Regional Food Center.
 - e. A board member or staff member is a member of the governing body of a contributor to Piscataquis Regional Food Center.
 - f. A volunteer working on behalf of Piscataquis Regional Food Center who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Piscataquis Regional Food Center's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. A Board member or Committee member who is formally considering employment with Piscataquis Regional Food Center must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with Piscataquis Regional Food Center must submit a written request for a temporary leave of absence to the Secretary of the Piscataquis Regional Food Center Board, c/o the Piscataquis Regional Food Center's office, indicating the time period of the leave. The Secretary of Piscataquis Regional Food Center will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Piscataquis Regional Food Center.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending Piscataquis Regional Food Center's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members or other key stakeholders upon commencement of such person's relationship with Piscataquis Regional Food Center or at the official adoption of the stated policy. Each board member, officer, and staff member shall sign and date the policy at the beginning of her/his term of service or employment. Failure to sign does not nullify the policy.