

Title	CONFLICT OF INTEREST POLICY			Policy #	HR001
Applies to	Headquarters, Other US Offices, and Field Offices			Origination date	6/7/10
Policy Owner	Human Resources	Department	Human Resources	Effective date	6/7/10
This policy supersedes	122 Conflict-F-v1			Next review date	As needed

Purpose

The purpose of this policy is to enable Medical Teams International to comply with the Evangelical Council for Financial Accountability (ECFA) standard on conflicts of interest.

Definitions

"Conflicts of interest" are situations in which a person has a responsibility for promoting one interest, but has a competing interest at the same time. When one exercises a competing interest over a fiduciary interest, a conflict of interest occurs.

Policy

1. A board or staff member must not use his or her position with Medical Teams International in such a manner that a conflict arises between the interest of the organization and the personal interest of the board or staff member.
2. Each board or staff member has a duty to place the interest of Medical Teams International foremost in any dealings with the organization.
3. The conduct of personal business between any board or staff member and Medical Teams International is prohibited without the approval of the board of directors for board members and the president for staff members.
4. Board or staff members may not use their association with Medical Teams International to obtain for themselves, their relatives, or their friends a material interest of any kind.
5. If a board or staff member has a material personal financial interest in a proposed transaction with Medical Teams International or holds a position as trustee, director, or officer in any organization involved in a proposed transaction with Medical Teams International, the board or staff member must make a full disclosure of such interest before any discussion or negotiation of the proposed transaction.
6. Any board member who is aware of a potential conflict of interest or anything that may have the appearance of a conflict of interest with respect to any matter coming before the board shall not be present (except as required by the board) for any discussion of or vote in connection with the matter.
7. Before any decisions involving a conflict of interest by a board or staff member, Medical Teams International must conduct a competitive bidding process to determine the value of the product or services offered by the board or staff member.
8. The board of directors can approve transactions between board or staff members and the organization if the board determines that these transactions include a service or a product to be provided by the board or staff member that is (1) to be provided by the board or staff member at a lesser cost or higher value than that provided by other vendors or (2) so unique that it is not reasonably available from other vendors; and therefore such transaction makes sound economic and business sense and is clearly of benefit to Medical Teams International.

Procedures

1. To implement this policy, board and staff members must sign a statement indicating their agreement with this conflict of interest policy, disclosing any potential conflicts of interest, and agreeing to disclose any conflicts of interest that may occur in the future. For conflicts involving board members, the executive committee will attempt to resolve any actual or potential conflicts and, in the absence of resolution, will refer the matter to the Board of Directors. For staff members, the president will resolve all matters related to actual or potential conflicts of interest. Staff members will be required to reaffirm their agreement to comply with this policy every two years.
2. Any material unresolved or unapproved conflicts of interest involving board or staff members will be disclosed in the annual audited financial statements of Medical Teams International.

Background -**Exceptions** None**Related Policies** None**References** None**Related Legislation** None**Related Forms, Attachments, Waivers, Guidelines**HR001-F Conflict of Interest Agreement**Revision History**

Section(s) Changed/Description of Change(s) (Add to table for additional revisions)	Revised by (Name)	Date of Revision
V1 – Initial release of policy	n/a	n/a
V2 – convert to new format	B.Bigoni	12/14/12

End of Policy