

**Confidentiality/Conflict of Interest/Gifts**

**Purpose**

As a nonprofit organization, it is critical that the Chapter maintains the complete confidence of our donors, families, volunteers, and the general public we serve.

**Policy**

*Confidentiality*

No employee may disclose confidential or proprietary information of the Chapter to any party outside the organization without the written consent of the President. If you disclose confidential information, these actions may be grounds for immediate termination. This information includes:

- Proprietary information – you may come into contact with information that is the property of the Chapter (such as lists of donors, family records, and volunteer information). You cannot use this information for any reason other than Chapter business. Each employee, student, and volunteer signs a Statement of Confidentiality to that effect.
- Employee and student information – staff are not allowed to disclose employment information about former or current employees and/or students. If someone requests this information, refer and/or coordinate with the administration department.
- Address or telephone number of staff or volunteers.
- Computer use – **See Page 38.**

*Conflict of Interest*

- Each employee must conduct himself or herself in a way that does not cause criticism from the public or damage the Chapter's reputation. This includes refraining from any action or relationships that could conflict with the interest of the Chapter.

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- If an employee uses confidential information for professional or personal gain, these actions may be grounds for immediate termination.
- If an employee designs or develops chapter programming or procedure while employed by the Chapter, that program is the property of the Chapter.
- Employees asked to serve on a board or community organization should discuss the commitment in advance with his/her supervisor to avoid conflict of interest situations.
- Each staff person signs a Conflict of Interest statement annually.
- Home visits and personal visits with Alzheimer's Association clients (family caregivers/persons with dementia) on behalf of the organization are not considered standard practice due to considerations of safety, liability and boundaries professionals maintain in accordance with professional ethics codes across several disciplines. While there may be rare situations in which an off-site face to face or home visit as a representative of the Chapter would be considered, staff must discuss these situations with their immediate supervisor in advance of the meeting.

### *Gifts*

The Chapter employee should not accept personal gifts, payments, services, discounts, or favors that are worth more than \$50 from any person, organization, vendor, supplier, or consultant that works with or hopes to work with the Chapter.

The chapter employee shall also not accept on their own behalf any cash honoraria offered for services provided within the scope of their job duties, including speaking on behalf of the organization. Such honoraria should be made to the association.

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If a chapter employee receives a gift worth more than \$50, i.e., gifts baskets during the holidays, or thank you gifts baskets during special events, the gift will be shared with all staff.

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**PP 21 – 22 omitted, irrelevant to Conflict of Interest**

**Conflict of Interest Statement**

As per the Bylaws of Alzheimer's Disease and Related Disorders Association, St. Louis Chapter:

**ARTICLE XI: COMPENSATION AND CONFLICTS OF INTEREST**

**SECTION 2.** Conflicts of interest with chapter. No director or officer of the chapter shall engage in any course of conduct which may result in a conflict of interest with the chapter, or take any public position inimical to the best interests of the chapter, without the prior written approval of the board of directors.

**SECTION 3.** Conflicts of interest with others. No director or officer of the chapter shall engage in any course of conduct which may result in a conflict of interest with the Chapter or any other chapter, without the prior written approval of the Chapter.

Each staff member shall read and agree with the above statement and attest by signature below that he/she has no actual or potential conflicts of interest that would affect his/her fiduciary duties to the Chapter except as may be listed below.

Conflict(s) of Interest  
(Please list)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

None \_\_\_\_\_  
(Please initial)

Name \_\_\_\_\_  
(Please print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position/Role \_\_\_\_\_  
(Board, Committee, Staff, Student, Volunteer)