

Conflict of Interest Policy for VISTO

Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of VISTO (hereinafter referred to as "the Pantry") and to ensure that its activities are conducted in a manner that serves the best interests of the community it aids. This policy aims to prevent any potential conflicts that may arise between the interests of individuals involved with the Pantry and the Pantry's mission.

Scope

This policy applies to all board members, staff, volunteers, and any individuals associated with the Pantry.

Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests—financial, familial, or otherwise—could potentially interfere with their ability to act in the best interests of the Pantry. This includes but is not limited to:

1. **Financial interests:** Direct or indirect ownership of a financial interest in a business that is a supplier or competitor of the Pantry.
2. **Personal relationships:** Relationships with individuals or organizations that may influence decision-making processes.
3. **Outside employment:** Employment or contractual obligations that conflict with the individual's responsibilities to the Pantry.

Policy Guidelines

1. **Disclosure**
 - All individuals covered by this policy are required to disclose any potential conflicts of interest to the board of directors or designated officer as soon as they become aware of them.
 - Disclosures should be made in writing and include details of the nature of the conflict.
2. **Review and Determination**
 - Upon receiving a disclosure, the board or designated committee will review the information and determine whether a conflict of interest exists.
 - If a conflict is determined, appropriate steps will be taken to mitigate it, which may include recusal from decision-making processes related to the conflict.

3. **Recusal**
 - Individuals with a conflict of interest must recuse themselves from any discussions, decisions, or actions related to the conflict.
4. **Ongoing Obligations**
 - Individuals are encouraged to remain vigilant about potential conflicts of interest and must continue to disclose any changes in their circumstances that may affect their status.
5. **Confidentiality**
 - All discussions related to conflicts of interest will be conducted confidentially to protect the individuals involved and the Pantry's reputation.
6. **Violations**
 - Violations of this policy may result in disciplinary action, including termination of employment or volunteer status, depending on the severity of the violation.

Annual Review

This policy will be reviewed annually by the board of directors to ensure its effectiveness and relevance. Any necessary amendments will be made in accordance with the Pantry's needs and regulatory requirements.

Acknowledgment

All board members, staff, and volunteers must acknowledge their understanding of and compliance with this Conflict of Interest Policy by signing a statement of acknowledgment at the beginning of their tenure and annually thereafter.

This Conflict of Interest Policy is intended to foster transparency and trust within VISTO ensuring that all individuals work together toward the common goal of serving our community effectively and ethically.