



## TITLE: CONFLICT OF INTEREST

**Policy 1.3**  
**Rev. July 2015**

---

### PURPOSE AND SCOPE

This policy is intended to provide guidance for Kokua employees in creating and maintaining a work environment that is free of favoritism or conflict of interest.

#### A. CONFLICTS OF INTEREST

It is the policy of Kokua to avoid employment situations that present a conflict of interest. Situations that constitute a conflict of interest occur when an employee is involved with the hiring, supervision or discipline of an individual with whom he or she has an out-of-work relationship. These relationships would include, but are not limited to:

1. Spouse of family member.
2. Individuals with a financial relationship, such as a business partnership.
3. In-laws or ex-spouses.
4. Romantic relationships.
5. Friendships that Kokua believes may compromise the mandatory reporting of abuse or neglect.

#### B. PROCEDURES FOR AVOIDING CONFLICTS OF INTEREST

Employees will not be given job assignments that create a conflict of interest. Workers with out-of-work relationships will not be assigned to the same work team, will not serve on the grievance committee for any concern involving each other and will not be in the disciplinary chain of command where a conflict of interest exists.

#### C. REPORTING CONFLICTS OF INTEREST AT HIRE

Employees are expected to self-report at the time of hire or any time during their term of employment any potential conflicts of interest. These reports should be made to the Human Resources Coordinator.

#### D. CONFLICT OF INTEREST AFTER DATE OF HIRE

There are times when a conflict of interest may develop after the date of hire, i.e. when a couple begins dating or when two employees become family members through the marriage of a third party. If a comparable job reassignment is available that will eliminate the conflict of interest, this option may be offered to the employee(s). If only one employee is involved and if no alternative job position is available, the employee will be given written notice that he/she will be terminated at the end of a 45 day grace period. The grace period is to allow the employee to seek other employment and minimize loss of wages.

When two employees are involved and when no alternative job positions are available, the two employees may agree between themselves which of them will seek other employment. If there is no agreement reached, the employee with the least seniority will receive the notification of termination.