



**Conflict of Interest**

<b>Federal Regulations:</b>	<b>Effective Date: October 5, 2018</b>
<b>State Regulations:</b>	<b>Revision Date(s): February 27, 2023</b>

**PURPOSE:** In an effort to conduct business according to the highest ethical standards and to ensure the best interests of the hospice and those it serves are maintained in business practices and decisions.

**POLICY:** Governing body members, officers and employees of Hospice are expected to devote their best efforts to the interests of Hospice and the conduct of its affairs and must therefore avoid any actual or apparent conflict of interest with the company. A conflict of interest exists when personal interests are in conflict with Hospice’s interests or when personal interests interfere with the ability to perform duties and responsibilities at work. Conflicts of interest also arise when an employee, officer, or governing body member, or a member of his or her family, receives improper personal benefits as a result of his or her position in the company.

Hospice recognizes the right of employees to engage in employment or activities outside of their employment at Hospice, (“outside activities”). However, such outside employment or activities may not be hostile to, adverse to, in conflict with, or in competition with the work, goals, and mission of Hospice. Additionally, a policy of full disclosure is followed with regard to such outside activities.

**PROCEDURE:**

- 1) Governing body members, officers and employees are made aware of this conflict of interest policy and their responsibilities for reporting during their orientation period.
- 2) Governing body members make known areas of potential or actual conflict and abstain from votes in such areas.
- 3) Employees and volunteers immediately notify the site Administrator or Compliance Officer of any situation which poses a perceived or potential conflict for the individual, other staff, or Hospice.
- 4) The Administrator must report any such circumstances to the Compliance Officer and Compliance Officer will report to the governing body.
- 5) Annually, the members of the governing body and executive staff provide written disclosure of any professional or personal relationships or interests, direct or indirect that might present a conflict of interest.