

## **Conflicts of Interest Disclosure Procedure**

Diocesan policy imposes on each of its employees and volunteers an obligation to avoid any personal interest or relationship, financial or other, which might adversely affect or influence their judgment in the performance of their duties or which may create even the appearance of self-dealing or other inappropriate bias. For purposes of this policy, a conflict of interest exists when a person employed by or volunteering for the “diocese” (i.e., the Chancery, or a diocesan parish, school, agency, etc.), or serving on an advisory board or committee of the diocese or any diocesan entity has a direct or indirect financial interest as defined below.

### **Financial Interest**

A person has a “financial interest” if the person has, directly or indirectly, through business, investment, or family including spouse; siblings; parents; in-laws; children (natural, adopted, or step), grandchildren, and great grandchildren; spouses of children, grandchildren, and great grandchildren; aunts; uncles; and cousins, any one of the following:

- An ownership or investment interest in any entity with which the diocese engages or may engage in a transaction or arrangement
- A compensation arrangement with any entity or individual with whom the diocese engages or may engage in a transaction or arrangement
- A potential ownership or investment interest or compensation arrangement with any entity or individual with whom the diocese engages or may engage in a transaction or arrangement

Financial interest includes direct or indirect financial remuneration of any kind, as well as gifts or favors that are more than nominal (\$50.00 value) in nature.

### **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest and all material facts to the applicable board, committee, or Diocesan representative (i.e., vicar/chief financial officer/department head) as soon as practical after the interested person becomes aware of the actual or potential conflict of interest.

### **Determining Whether a Conflict of Interest Exists**

The board, committee or Diocesan representative, after disclosure of the financial interest and all the material facts, and after any discussions with the interested person, shall make the determination of whether a conflict of interest exists, and, if so, the appropriate remedy. In a board or committee circumstance, this shall be done following discussion and by vote outside of the presence of the interested party.

### **Procedures for Addressing a Conflict of Interest for a Transaction or Arrangement**

1. An interested person with a current or potential financial interest may make a presentation at the applicable meeting on the transaction or arrangement which involves a conflict of interest; but after such a presentation, he or she shall not be present during any further discussion of, or vote on, the transaction or arrangement that involves the conflict of interest.
2. After exercising due diligence, the board, committee, or Diocesan representative shall determine whether the diocese can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that will not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably obtainable under circumstances that would not give rise to a conflict of interest, the board, committee, or Diocesan representative shall determine by a majority vote of the disinterested board or committee members or by decision of the Diocesan representative whether the transaction or arrangement is in the diocese's best interests and whether the transaction or arrangement is fair and reasonable to the diocese. The decision as to whether to enter into the transaction or arrangement shall be made in conformity with such determination.
4. During the active period of any transaction or arrangement involving a conflict of interest the interested person may be required to step down from membership on the board or committee at issue if the board or committee determines that would be appropriate as the means to best assure the appearance of a disinterested board or committee.

### **Violation of the Conflict of Interest Policy**

- If a board, committee, or Diocesan representative has reasonable cause to believe that an individual has failed to disclose an actual or potential conflict of interest, the individual shall be informed of the basis for such belief and afforded an opportunity to explain the alleged failure to disclose.
- If, after hearing the response of the person and making such further investigation as may be warranted under the circumstances, the board, committee or Diocesan representative determines that the individual has in fact failed to disclose an actual or possible conflict of interest, appropriate corrective action shall be taken.

### **Subsequent Conflicts and Disclosures**

Notwithstanding any previous disclosure of actual or potential conflicts of interest, new disclosure of actual or potential conflicts shall be made whenever any matter involving an actual or potential conflict of interest arises for discussion or action. In the event that an individual is uncertain whether an actual or potential conflict of interest exists, the individual should make disclosure of the circumstances that may give rise to an actual or potential conflict.

**Confidential or Privileged Information**

Information known to be confidential that is acquired by individuals in the course of employment or association with the diocese and its entities shall be used only for the benefit and purposes of the diocese. Individuals shall neither disclose confidential information outside the scope or their authorized duties nor utilize their position or association with the diocese for personal identification or advantage.

**Diocese of Fort Wayne-South Bend  
Conflict of Interest Disclosure Statement**

I have received a copy of the Conflict of Interest Disclosure Policy of the Diocese of Fort Wayne-South Bend. I have read the policy, and I agree to follow the policy's directives and procedures.

I understand and agree that regardless of whether any actual or potential conflict(s) of interest exists and is identified by me, below, at the time I execute this form, my obligation to identify and disclose any actual or potential conflict(s) of interest is ongoing throughout the term of my diocesan employment or volunteer service.

Disclosure of possible conflict of interest (please check one box):

- I have no known actual or potential conflict(s) of interest at this time.
- Below is a description of any actual or potential conflict(s) of interest of which I am aware at this time including the nature of the conflict of interest:

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Name (signed)

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Name (printed)

\_\_\_\_\_  
Office or Position Held/Name Board or Committee membership held

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Date