

# Employee Manual

## Section II: Employee Relations

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**Subject: Conflict of Interest, Personal Fundraising, Solicitation, and Political Activity**

**Revised: 7/27/12**

### **Conflict of Interest**

Agency employees may not serve as a voting member of the AAA 1-B Board of Directors, or as a trustee, officer or director of any local service organization that receives funding from the AAA 1-B. Neither may AAA 1-B employees serve or act in any way that competes with the services provided by the AAA 1-B or with any services or activities it funds. Any situation perceived to involve conflicting interest or impropriety should be reported immediately to the Executive Director. Employees may not accept invitations to serve on advisory bodies, task forces and the like without advance agency approval. No member of the AAA 1-B Board of Directors shall be related to any member of the agency's executive leadership in order to ensure an independent and unrelated relationship in which directors can act without undue influence from management.

### **Personal Fundraising**

Employees may raise funds on behalf of a personal cause during non-work hours (lunch or break periods). Examples include selling cookies for a daughter in Girl Scouts or selling candy or wrapping paper for a child's school. This may be done by leaving order forms in the employees' break room.

### **Solicitation and Distribution**

Agency employees may not solicit on behalf of any non-agency sponsored organization or for any other purpose, or distribute written material on behalf of any non-agency sponsored organization or for any other purpose, during their working time or the working time of the solicited employee. Work time does not include lunch or break periods.

Staff are prohibited from soliciting contributions from program participants on behalf of any non-agency sponsored organization or offering for sale to program participants any non-agency sponsored merchandise or service.

Persons not employed by the AAA 1-B are prohibited from soliciting for or distributing written material on behalf of any organization or for any purpose on AAA 1-B premises, unless prior agency approval is obtained. Persons not employed by the AAA 1-B are not permitted in work areas unless authorized.

### **Political Activity**

The AAA 1-B encourages employees to participate in political activities of their choice on their own time. However, while at work or when representing the AAA 1-B, employees are prohibited from wearing political insignia or advocating political positions outside the scope of agency activities.