

CONFLICT OF INTEREST POLICY

Whenever one accepts the position of representing a non-profit on a board or committee, a solemn commitment has been accepted to look out for the best interests of that agency through his or her term in office or of service. Any personal or professional gain must be put aside. Every effort must be made to avoid both the appearances of impropriety and actual impropriety.

No employee or DHMC Auxiliary Volunteer should act in a manner whereby their action, or that of a close family member, might be perceived as using their Dartmouth-Hitchcock Medical Center position inappropriately for personal gain.

Specifically:

- Employees and volunteers should not conduct personal business during paid working hours or volunteer time.
- Employees and volunteers should not use their position to coerce or inappropriately refer individuals to themselves or their relatives for private gain and should not charge a fee for services rendered when such services might reasonably be assumed to be part of an outreach effort of their Dartmouth-Hitchcock Medical Center position.
- Employees or volunteers interacting with individuals transacting or wanting to transact business with Dartmouth-Hitchcock Medical Center must ensure that their association and relationship with those individuals is professional and within accepted business practice, and that no action or situation occurs that might be perceived as inappropriately affecting current or future sound business decisions.
- Employees or volunteers should not use inside information gained about DHMC for personal or family gain.

In the event that a matter comes before the individual in which he/she feels may be a conflict of interest, the affected individual shall disclose the potential conflict to the Director of Volunteer Services before consummating the activity or transaction. If the matter is deemed to be a conflict of interest, the affected individual shall withdraw themselves from the matter/or leave the meeting during the discussion of the matter. Minutes of such meeting should reflect the individual's withdrawal from the meeting and the nature of the conflict.

The policy is not intended to prevent employees or volunteers from engaging in private entrepreneurial activities during non-working hours. This policy does expect good judgment to be exhibited when pursuing those activities.

Auxiliary Member's signature _____ Date _____