

POLICY:

Lifesong Hospice and Palliative Care provides services and conducts business in a manner that avoids potential or actual conflicts of interest.

Definition: Conflict of Interest - *When an individual's commitments and obligations are likely to be compromised by other interests or commitments, particularly economic, especially if those interests or commitments are not disclosed.*

PROCEDURE:

1. Members of the Board of Directors and hospice staff submit a form to disclose personal or financial interests that could potentially interfere with their duties and responsibilities to Lifesong Hospice and Palliative Care.
2. Disclosure forms are submitted at the time of hire or Board appointment, annually, and whenever a potential conflict arises.
3. Examples of potential conflicts of interests that must be disclosed may include, but are not limited to:
 - a. Any material or financial interest in any entity that provides goods or services to Lifesong Hospice and Palliative Care;
 - b. Unauthorized use of confidential or proprietary information obtained in connection with one's position at the hospice or use of such information for personal or financial benefit or the benefit of a close relation; and
 - c. Functioning as a director or trustee of an organization that conducts business with the hospice.
4. Potential conflicts of interest are reviewed by the Board of Directors and/or by the Hospice Administrator to determine appropriate action.
5. Information regarding the hospice's policy on conflicts of interest is provided during orientation of new staff, volunteers and Board members.
6. Failure to disclose existing or potential conflicts of interest is grounds for termination of employment or Board appointment.
7. The personnel records of hospice staff and volunteers include all copies of the signed conflict of interest form.

Attachment: Lifesong Hospice and Palliative Care Conflict of Interest Disclosure Form

Created:	Reviewed:	Revised:	Effective:
05/2018	09/2018		4/2019