

# ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

## #3104 CONFLICTS OF INTEREST

### **Purpose**

This policy is intended to ensure that employees of Entheos Academy are free from conflicts of interest in their employment and to protect the interests of Entheos Academy in a transaction or arrangement that might benefit the private interest of Interested Person (defined below), or that might result in an excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interests applicable to nonprofit and charitable organizations.

### **Scope**

- I. Entheos Academy Board Members, Committee Members, Advisors, employees of Entheos Academy.
- II. Employees of Entheos Academy are subject to this policy, state and federal laws, and Entheos rules when performing services for employers other than Entheos Academy and when engaged in activities outside of the workplace that may be viewed as a conflict or compromise public confidence in the ability of Entheos Academy to provide appropriate services.
- III. Educators employed by contract with Entheos Academy who may not be subject to Entheos Academy rules are also subject to this policy, consistent with the terms of the negotiated employment agreement requiring compliance with Entheos Academy policies.

### **Definitions**

- I. “Conflict of interest” means a situation where an individual's private interests or outside economic interests interfere with or have the potential to interfere with his or her duties and responsibilities or raises a reasonable question about such interference.
- II. “Interested Person”: An Interested Person is:
  - A. A Governing Board member, employee, officer, or agent;
  - B. The immediate family of the Governing Board member, employee, officer, or agent;
  - C. The partner of the Governing Board member, employee, officer, or agent; or

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- D. Examples of harassment in the workplace include, but are not limited to the following:
1. Derogatory comments or jokes regarding a person's race, color, age, religion, creed, sex, national origin/ancestry, sexual orientation, citizenship, disability, physical appearance or any other legally protected characteristic or activity; or
  2. The distribution or display of written or graphic materials which have the same effect.
- II. Sexual Harassment
- A. Entheos Academy strongly opposes sexual harassment and inappropriate sexual conduct.
- B. All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
1. Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
  2. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
  3. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.
- III. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.
- IV. Reporting Harassment
- A. If you believe there has been a violation of the EEO policy or harassment based on the protected classes of Equal Opportunity Employment, including sexual harassment, please use the following complaint procedure. Entheos Academy expects employees to make a timely complaint to enable Entheos Academy to investigate and correct any behavior that may be in violation of this policy.
1. Report the incident to the HR Director or the Executive Director, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Entheos Academy Board Chair.
- B. Entheos Academy prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.
- C. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.