

Policy No.: 007
Category: General
Subject: Conflict of Interest Policy & Disclosure Form

- Scope** This document provides guidance for
- Establishing formal and informal affiliations and relationships between CSC and other organizations
 - Disclosing relationships and potential conflicts of interest.
- Affiliations** As a ministry organization, CSC relies on the support from donors who represent personal affiliations with various churches, social groups, and other organizations. With that in mind, CSC needs to prayerfully and carefully consider affiliations and relationships with other organizations.
- Relationships and Conflict of Interest** CSC employees (primarily Field Staff and U.S. Staff) and members of the Board of Directors should disclose any personal or professional relationships they have with any vendors or third parties who are providing services to CSC. The intent of this disclosure is to avoid, through discussion and group decision, any potential conflicts of interest that could result in personal gain for the employee or Board member. To that end, Board Members, Field Staff, and U.S. Staff will annually complete the disclosure below in January of each year in addition to volunteering information about relationships as applicable throughout the year.
- When a CSC employee or Board Member has a relationship with a potential vendor or third party, the Board of Directors shall determine if it is necessary to gain bids and information from alternate vendors to ensure that using a particular vendor with a relationship to CSC staff or Board is in the best interest of CSC.
- Board Members with a relationship with a potential vendor or third party shall abstain from voting in decisions related to selecting the vendor to ensure that there is no conflict of interest.

Vendor and Third Party Annual Disclosure

I certify that I

- ☐ Do not have any personal or professional relationships with any vendors or third parties currently providing services to CSC.
- ☐ Have the following personal or professional relationships to disclose.

Organization/Vendor	Nature of Relationship

Printed Name

Signature

Date