

3.5. Welfare and Relief Committee-WRC's Conflict of Interest Policy

3.5.1 Overview

The Conflict of Interest policy applies to any proposed transaction, contract, or arrangement in which a staff person has a personal, familial or financial interest.

The purpose of the Conflict of Interest policy is to ensure that the deliberations and decisions of Welfare and Relief Committee-USA are made in the interests of Welfare and Relief Committee and not for the personal gain of the person entering into a transaction, contract, or arrangement. This policy is intended to supplement but not replace any applicable laws governing conflict of interest in non-profit and charitable corporations.

3.5.2 Scope of the Policy

This policy applies to all full-time, part-time, and temporary employees and volunteers or related parties working in any program for which Welfare and Relief Committee-USA is the Managing HQ, including employees under contract with other Welfare and Relief Committee HQs, as well as Welfare and Relief Committee-USA's Board of Directors.

All staff members are encouraged to discuss a potential conflict of interest with their supervisor as described in this policy.

There is NO PENALTY for disclosing a potential conflict of interest – it is simply a precaution to make sure all our activities are conducted openly and fairly. Disclosing should be seen as a routine matter; not disclosing is a violation of this policy.

3.5.3 Outside Employment

Any employee holding a job with another organization must demonstrate satisfactory performance in his or her job responsibilities with Welfare and Relief Committee-USA at all times. All employees will be expected to meet the job performance standards established by the organization and will be subject to Welfare and Relief Committee's work and scheduling demands, regardless of any other outside work requirements. If Welfare and Relief Committee-USA determines that an employee's outside work interferes with his or her job performance or the ability to meet the requirements of Welfare and Relief Committee-USA at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Welfare and Relief Committee-USA. A refusal to comply with Welfare and Relief Committee-USA's reasonable request to terminate outside employment may result in immediate termination of employment with Welfare and Relief Committee-USA. If an employee's outside employment presents a conflict of interest with Welfare and Relief Committee-USA, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on Welfare and Relief Committee-USA, the employee will be asked to terminate the outside employment. [Full Text](#)

3.5.4 of the Policy

The full text of Welfare and Relief Committee-USA's Conflict of Interest Policy can be found in **Annex A**, 3.5.5.

section A.5. Conflict of Interest Disclosure Statement

All staff members must disclose the existence and nature of any existing or potential conflict of interest.

In **Annex A**, section A.5 employees will find the full text of Welfare and Relief Committee-USA's Conflict of Interest Policy. After reviewing the policy all HQ employees are required to sign the Conflict of Interest Disclosure Statement, which should then be given to the Director of Human Resources HQ during their first month of employment.