

4.1 Conflict of Interest

SOTX expects the primary interest of staff members to be the people we serve. A conflict of interest occurs when the interests of an employee or another outside party actually or potentially affect SOTX in a negative way.

- 1) Outside Business Interests—SOTX employees may have outside business interests and outside employment so long as these do not interfere with job performance and are approved by the President of SOTX. SOTX employees may not earn profit from outside employment or business interests, which directly results from affiliation with SOTX.
- 2) Gifts, Gratuities—Employees are not to accept gifts, gratuities, free trips, personal property or other items from an outside person or organization as an inducement to provide services.
- 3) Personal Beliefs—SOTX recognizes that its employees may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments are a conflict of interest only when they prevent employees from fulfilling their job responsibilities, if employees attempt to use SOTX time and facilities for furthering them, or if employees continue attempting to convince others of their personal beliefs after they have been asked to stop.