



## **Henrico County Court Appointed Special Advocates, Inc. (“CASA”) Ethical Conduct & Conflict of Interest Policy**

CASA will conduct its business and child advocacy program fairly, impartially, in an ethical manner, and in compliance with all applicable laws and regulations. In the course of conducting any CASA activities, integrity must underlie all relationships, including those with children, parents, donors, stakeholders, and community leaders. CASA’s staff members, volunteers, and board members (“Parties” or “Party”) may not engage in conduct or activities that may raise questions as to CASA’s honesty, impartiality, or reputation. All Parties with any criminal charges filed against them must promptly notify CASA’s Executive Director and/or President. Any Party, agent, contractor, sub-contractor, grantee, sub-grantee, or other person who commits a criminal or civil violation of law involving fraud, a conflict of interest, bribery, gratuity, or similar misconduct involving program funds shall be promptly reported to the Virginia CASA Coordinator at the Department of Criminal Justice Services and the National CASA Association.

No Party shall have direct or indirect financial interests in CASA’s assets, leases, business transactions, or professional services. No Party shall obtain a list of CASA’s clients/donors for personal or private solicitation purposes at any time. Any Party who is also an officer, board member, committee member, or staff member of a borrower, loan applicant, contractor, consultant, vendor, or supplier of or to CASA shall immediately identify his or her affiliations with each such entity. Further, in connection with any board action specifically directed to that entity, he/she shall not participate in the decision affecting that entity and the decision must be approved and/or ratified by the remaining, disinterested board members. If any individual who is involved with a conflict fails to disclose the conflict prior to approving or ratifying a decision affected by the conflict, appropriate discipline or dismissal will be implemented. The presence of, or vote by, a Party who has a conflict shall not affect the validity of the transaction or decision if the transaction or decision is subsequently authorized or approved as provided in this policy.

No board member may simultaneously serve as a volunteer advocate. No CASA volunteer may be related to or have a personal relationship with any individual involved in his/her assigned case.

All Parties must sign a Conflict Of Interest Disclosure Statement (**Attachment A**) at the time of their election/hire and annually thereafter.

Attachment A

**Conflict of Interest Annual Reporting Statement**

At this time, I am a staff member, volunteer, or board member of Henrico County Court Appointed Special Advocates, Inc. ("CASA"). By signing my name below, I agree to promptly inform the CASA Board of Directors or Executive Director upon the occurrence of any event that could potentially result in a conflict of interest. I further certify the following:

1. I am not a participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier or other party doing business with CASA that has resulted or could result in personal benefit to me.
2. I am not a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with CASA.

Any exceptions to Items 1 or 2 above are stated below with full descriptions of the transactions, arrangements, agreements, or associations giving rise to the conflicts of interest:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_