

Youth On Their Own Conflict of Interest Policy

YOTO requires that all employees maintain the highest level of integrity and objectivity in performing their job duties. Employees are expected to conduct their business dealings with suppliers, vendors, and clients in a manner that will avoid any real or perceived conflict between the employee's interests and the interest of YOTO. Employees and board members are required to sign and submit a Conflict of Interest Disclosure Form every calendar year.

A. Accepting Business Gifts

Without written approval, employees are not to accept gifts or gratuities that total more than \$25 value from clients, vendors, or other persons who do business with YOTO.

B. Outside Employment

In a small workplace such as ours, employees may be called upon to work beyond normal business hours and/or on weekends. The first priority is meeting our client's needs on their schedule. Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below:

- Activities and conduct away from the job must not compete with, conflict with, or compromise YOTO's interests or adversely affect job performance and the ability to fulfill all job responsibilities.
- Employees are not to solicit or conduct any outside business during paid working time.
- Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If YOTO determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees pursuing outside employment with a potential real or apparent conflict should disclose it on the Conflict of Interest Disclosure Form submitted annually.

C. Employment of Relatives

Relatives of employees may be eligible for employment with YOTO only if the individuals involved do not work under any level of supervisory relationship or in job positions in which a conflict of interest could arise. Relatives include spouses, domestic partners, children, siblings, parents, in-laws, and step-relatives. Employees who marry or become domestic partners after commencing employment will be permitted to continue working in their current positions only if they do not work in direct supervisory relationship with one another or in job positions involving conflict of interest. In the event that a supervisory/subordinate situation or conflict of interest exists, the CEO will determine the appropriate action to take.