



Conflict-of-Interest Policy

The purpose of this Conflict-of-Interest Policy (the “Policy”) is to protect the interests of the Roman Catholic Diocese of Charleston (the “Diocese”) and to establish requirements for identifying, avoiding, and reporting potential, actual, or perceived conflicts of interest that may arise from an employee’s involvement in Outside Activities (as defined below). This Policy is intended to supplement, but not replace, current policies of the Diocese.

Conflict-of-Interest

The Diocese recognizes that employees have personal interests outside of their employment and may want to engage in outside activities, including volunteer work, board involvement, consulting work, and other employment (such personal interests and activities are referred to herein as “Outside Activity”).

Employees are to act in the best interest of the Diocese at all times and shall not permit any Outside Activity to interfere with their job duties. The Diocese prohibits all employees from using their position with the Diocese, or the Diocese’s relationship with its parishioners, students and their families, employees, contractors, or other relationships, for private or personal gain or to obtain benefits for themselves, members of their family, or any other third party. Similarly, employees may not use any information or documentation belonging to the Diocese, or used by the employee in connection with his or her employment, for private or personal gain or to obtain benefits for the employee, members of their family or any third party.

For purposes of this policy, a potential conflict of interest occurs when an employee’s Outside Activity interferes with or conflicts with the Diocese’s interests or the employee’s work-related duties. For example, a conflict of interest can occur when an employee is able to influence a decision that may result in a personal gain for the employee or the employee’s family member as a result of the Diocese’s business dealings or when an employee uses information belonging to the Diocese for the employee’s own personal gain or to benefit the employee or a third party.

To ensure that a conflict of interest does not exist and that the Diocese’s interests are protected, employees are to abide by the procedures and guidelines contained in this Policy. In the event an employee fails to disclose any actual, potential, or perceived conflict of interest or otherwise abide by this Policy, the Diocese may take appropriate disciplinary action, up to and including termination of employment.

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Employees are to adhere to the following requirements regarding any Outside Activity:

1. Employees are not to engage in any Outside Activity that creates a conflict of interest with the Diocese, its mission or policies;
2. Employees will not allow an Outside Activity to interfere with their duties responsibilities or commitment to the Diocese;
3. Employees are to protect, and shall not use or disclose, any documentation or information belonging to the Diocese, including, but not limited to, confidential information and trade secrets;
4. Employees may not use the Diocese's property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, trademarks, or reputation in connection with any Outside Activity;
5. Employees will not allow any Outside Activity to result in a violation of any of the Diocese's policies;
6. Before beginning any Outside Activity that constitutes employment, such as a second job, employees must obtain advance written approval for the outside employment from Human Resources; and
7. Employees are to notify Human Resources of any potential conflict of interest before engaging in the Outside Activity.

If an employee has any questions about whether a particular Outside Activity creates a conflict of interest or about this policy in general, please contact Human Resources.

By signing below, the undersigned Employee acknowledges that he/she has read and understands this Conflict-of-Interest Policy.

Signature

Printed Name

Date

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