



CONFLICT OF INTEREST AND COMMITMENT

ADVENTIST VOLUNTEER SERVICE
www.adventistvolunteers.org

DEFINITION OF CONFLICT OF INTEREST

Any circumstance under which a volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the Seventh-day Adventist Church.

DEFINITION OF CONFLICT OF COMMITMENT

Any situation which interferes with a volunteer's ability to carry out his/her duties effectively. Dual activities, compensated or not, which in any way interfere with the performance of a volunteer's duties and responsibilities are a conflict of commitment.

CONDITIONS CONSTITUTING CONFLICT

A volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. A volunteer is expected to protect the best interests of the specific organization he/she serves. The following list, though not exhaustive, describes circumstances and conditions that may illustrate conflict of interest or commitment:

1. Engaging in any activities that encroach on the full services of the volunteer even though there may be no other conflict.
2. Engaging in activities that are in any way competitive or in conflict with any transaction, policy, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods and services to any denominational organization without full disclosure to and approval by the organization.
4. Making use of the volunteer assignment to further outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein without full disclosure to and approval by the organization.
6. Lending to or borrowing from any third party, excluding financial institutions, who is a supplier of goods or services to the organization.

Page 2 — Conflict of Interest & Commitment

7. Lending to or borrowing from a trustor or anyone who is in any fiduciary relationship to the organization or is otherwise regularly involved in business transactions with the organization.
8. Accepting or offering a gratuity, favor, benefit or gift of greater than nominal value or any commission or payment of any sort in connection with service for the organization, without full disclosure to and approval by the organization, other than the compensation agreed upon between the denominational organization and the volunteer.
9. Making use of or disseminating, including by electronic means, any confidential information acquired through volunteer service for the denominational organization for personal profit or advantage, directly or indirectly.
10. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs and purposes.
11. Expending time during normal business hours for personal affairs or for other organizations to the detriment of one's performance for the organization.
12. Using connections within the organization to secure favors for family or relatives.

Should you need to declare a potential conflict of interest it may not necessarily exclude you from serving as a volunteer. Subsequent non-compliance may result in disciplinary action up to and including termination from volunteer service.

NB Your signature of compliance with the above Conflict of Interest and Commitment Statement is required. See the separate Declaration Form to sign and submit with your completed application form. Keep this Conflict of Interest and Commitment Statement with you while on assignment.



SV-008 1/07

When completed, keep this statement for future reference, but return the Declaration Form to the Home Division Volunteer Coordinator