



CONFLICT OF INTEREST POLICY

Service in the Archdiocese of Los Angeles (“Archdiocese”) carries with it a responsibility to act in an ethical manner. All staff are expected to refrain from any transaction where their own interests or the interests of those considered family may conflict with those of the Archdiocese.

More specifically, staff cannot accept, offer, or endorse any payment or gift, unless it is in the normal course of business following open, legal, and authorized procedures.

These rules do not, of course, include birthday or Christmas remembrances, business meals of reasonable value, or other gifts of nominal value.

If you have any questions about this policy, contact your supervisor, manager, and/or Human Resources at (213) 637-7494

CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Conflict of Interest Policy of the Archdiocese of Los Angeles. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my employment.

Any violation of this policy must be immediately reported to your supervisor, manager, and/or the Human Resources Department at (213) 637-7494.

Employee Signature

Date

Employee Name (Please Print)

Department/Location