

108 Conflicts of Interest

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Purpose: To prevent the professional and personal interests of staff, officers, trustees, or committee members of Pine Haven Christian Communities from influencing the performance of their duties on behalf of the organization.

Pine Haven Christian Communities employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the organization. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors, or any person doing or seeking to do business with Pine Haven Christian Communities are to act in the best interest of the organization.

Employees shall make prompt and full disclosure in writing to their managers of any actual or potential situation which may involve a conflict of interest. Such conflicts include:

- Ownership by an employee or by a member of his/her family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of Pine Haven Christian Communities.
- Serving as a director, officer, partner, or consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of Pine Haven Christian Communities. Exceptions to this can be approved by the Chief Executive Officer.
- Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving Pine Haven Christian Communities or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the associate from acting in the best interest of the company.

Pine Haven Christian Communities does not automatically assume that there is a conflict of interest if there is a relationship with another company. However, if an individual has any influence on transactions involving purchases, contracts, or leases, this must be reported to your Manager in writing as soon as possible. This allows Pine Haven to set up safeguards to protect everyone involved.