

FAMILY FOCUS, INC.
Conflict of Interest Questionnaire (Policy AG004)

POLICY:

One of the most important assets of a social service organization is its reputation in the community. Reputation is based not only on the quality of care that is provided but also on the community's perspective of the integrity of the organization and the personnel. Therefore, it is the policy of Family Focus, Inc., that all officers, director-level employees, administrative hourly staff and professional staff, and members of the Board of Directors, must avoid personal interests that conflict, or may appear to conflict with the interest of Family Focus, Inc. and its affiliates and the communities they serve. When such conflicting interests or appearances cannot be avoided, they must be disclosed. Furthermore, when a potential conflict presents itself, the employee and Board Members must complete this disclosure form to seek approval prior to acceptance.

DEFINITIONS:

FAMILY FOCUS, INC., includes all Family Focus, Inc., staff, regular, hourly, salaried, intern/volunteer, and contracted employee.

Companies and individuals that compete with Family Focus, Inc., are organizations and individuals of any that offer or sell any of the products or services offered or sold by Family Focus, Inc., any of its departments or any of its related entities. Or organizations that use the same referrals sources as Family Focus, Inc.

Companies and individuals that do business with Family Focus, Inc., are organizations and individuals from whom Family Focus, Inc., purchases or to whom Family Focus, Inc., sells merchandise, materials, equipment, services or supplies, contractors for constructing and equipping buildings, lessors of equipment or facilities, and groups contracting with Family Focus, Inc., to receive or provide services.

Board Director, for purposes of this policy, includes any duly elected or appointed member of the Board of Directors of Family Focus, Inc., and its related entities, or member of a committee governed by the Board of Directors of Family Focus, Inc., or its related entities. A member of a committee governed by a Board of Directors may include a duly elected or appointed member of a Board or a community member appointed to serve on a Board committee.

Members of the immediate family are any spouse, children, parents, brothers, sisters as well as any persons residing in the home of any individuals who are subject to this policy.

Ownership interests are significant if the aggregate interest of the officer, director, administrative hourly or professional staff member, or Board of Director, together with any interests of members of the immediate family, represents (1) more than one percent (1%) of the outstanding ownership of a firm or corporation, or (2) more than five percent (5%) of the total assets of the officer, director, administrative hourly or professional staff member, Board Director, and family members.

DISCLOSURE OF INTERESTS: Check **NONE** if applicable, or list every matter that might be covered by the inquiry.

1. **Investments.** List and describe, with respect to yourself and your immediate family, all ownership interests in any outside concern from which Family Focus, Inc., purchases or could purchase goods or services, or which it sells or may sell goods or services, which may seek to do business with Family Focus, Inc., or which may compete with Family Focus, Inc., in the purchase or sale of goods or services.

Explanation:

_____ **NONE**

2. **Outside Interests/Activities.** List and describe, with respect to yourself and your immediate family, all interests other than ownership interests, in any outside concern from which Family Focus, Inc., purchases or could purchase goods or services, to which it sells or may sell goods or services, which may seek to do business with Family Focus, Inc., or which may compete with FAMILY FOCUS, INC., in the purchase or sale of goods or services (including the services of buying or selling stocks, bonds, or other securities) or that provide services competitive with Family Focus, Inc.,. Outside interests/activities competing, directly or indirectly, with Family Focus, Inc., in the purchase or sale of property or property rights, interests or services.

Explanation:

_____ **NONE**

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3. **Proprietary/Inside Information.** List and describe all situations in which you may utilize or disclose any information gained through your affiliation with or service to Family Focus, Inc., that could result in personal profit or advantage to you, members of your immediate family, or any other company. (Close relatives in key management position in other organizations that may compete or may seek to do business with Family Focus, Inc., should be listed).

Explanation: _____ **NONE**

4. **Gifts, Gratuities and Entertainment.** List and described all instances in which you or members of your family have, during either the preceding calendar year or this calendar year, either accepted or given payments, fees, gifts, gratuities, favors, free services, loans, special discounts, bargain purchases, entertainment (including meals), travel, education or training with an aggregate value for the year greater than \$75.00 from or to a company or individual that does or seeks to do business with Family Focus, Inc.

Explanation: _____ **NONE**

5. **Other Interests:** In addition to the information reported above, do you or any member of your immediate family have any other direct or indirect interest that could constitute, or appear to constitute, a conflict of interest or to influence or appear to influence your judgment, advice or decisions on behalf of Family Focus, Inc., in any way?

Explanation: _____ **NONE**

DECLARATION: I hereby acknowledge that I have received and read a copy of the Family Focus, Inc., Administrative Policy and Procedure AG-004, Conflict of Interest. I declare that the members of my immediate family and I have no affiliations or interests and have taken part or may take part in no transactions or activities that, when considered in conjunction with my position in relation to Family Focus, Inc., and its affiliates, may constitute, or appear to constitute, a conflict of interest, except as specifically disclosed in my responses on this questionnaire.

I agree that I have continuing, affirmative duty to report immediately and completely to Director all new interests or relationships, as well as any changes in previously reported interests or relationships, that may constitute, or appear to constitute, a conflict of interest under the current policy or that may appear to affect my ability to exercise impartial, ethical judgment on behalf of Family Focus, Inc., and its affiliates. This includes items in Question 4 that bring the total for the year over \$75.00 with regard to any one entity.

I understand that information learned in the routine performance of my function may be sensitive in nature and therefore, confidential and proprietary to Family Focus, Inc. Accordingly, I agree to refrain from any unauthorized use or disclosure of such information.

Date

Signature

Position

Name (Please print)

Any questions arising with regard to specific response to this questionnaire should be addressed to General Counsel.¹

¹ Ffi/policies/Admin/FamilyfocuspoliciesAG004conflict of interest-attachment