

PHILADELPHIA BAR ASSOCIATION

Finance Policy and Procedure #19

Conflict of Interest

Purpose Statement

To ensure that the employees of the Association understand that their employment with the Association carries with it the responsibility to be aware of the importance of ethical conduct.

Procedure

Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interest of the Association or its members. Where conflict of interest is established, the employee may be subject to disciplinary action or termination of employment.

Full-time attorneys are not permitted to maintain an outside law practice.

Employees may accept personal compensation for job related speaking engagements, consulting services, teaching or other activities if approved in advance by the Executive Director.

Personnel in a position of trust may not be related to each other. Additionally, Association employees may not have a financial interest with the companies suppliers of the Association that receive more than \$5,000 in cash revenues from the Association in a calendar year.