

C2ES Conflict of Interest Policy

Employees of C2ES have an ongoing duty to disclose actual or potential conflicts of interest on an as-needed basis. Possible conflicts may exist through financial and personal gain, and outside employment and relationships.

Financial and Personal-Gain

A financial conflict may exist if an employee or any relatives, stand to benefit financially as a result of a decision, policy, or transaction made by C2ES. Examples include, but are not limited to:

- Offering of contract(s) to purchase goods, services, or property
- Providing employment or compensation in exchange for goods, services, or property
- Accepting fee(s), gift(s) or other valuable item(s), or favor(s) from a person or entity doing business with C2ES or attempting to influence C2ES's research and policy recommendations
- Benefitting or taking advantage of an opportunity that would have been of interest to C2ES
- Using C2ES's name or your association with C2ES to gain personal preferential treatment, promotion, or recognition

Outside Employment and Relationships

An outside relationship with another organization may lead to a conflict of interest. There may be an overlap in policy decisions or it may impact job performance at C2ES. Potential conflicts may arise from:

- Accepting other work to be performed concurrently with C2ES's work
- Volunteering with another non-profit with overlapping missions or policy decisions
- Serving on the board of another non-profit or company with overlapping interests

Note that at no time may an employee of C2ES use our name while representing the interests of another organization without the prior permission of their supervisor.

In connection with any actual or potential conflicts of interest, the employee shall disclose, on an annual and as-needed basis in writing, the existence and nature of the potential conflict to their supervisor. The supervisor will make a determination in writing of: 1) if a conflict exists, 2) provide the necessary changes to resolve the conflict. Failure to adhere to the changes and/or if C2ES discovers that an employee did not disclose the actual or potential conflicts of interest, the employee may be subject to disciplinary action, up to and including termination. A copy of the disclosures shall be retained in each employee's record.