

Conflict of Interest

Subject: Conflict of Interest	Effective: 7/15/2014
Responsible Area: Compliance	Responsible Person(s): Vicki Rodgers, Jamie Lamarre
Review Schedule: Annual	Authorized By: Executive Committee

Policy

Mental Health Partners (“MHP”), its employees, and agents shall pursue the interests of MHP free from any conflicts of interest when dealing with suppliers, fund sources, or other external entities and parties.

Purpose

All decisions made on behalf of MHP are made for the benefit of MHP, without undue influence of undisclosed conflicting interests of those participating in the decisions. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Conflict of Interest: exists when the financial well-being or financial interest or other private interests of the person making or guiding the decision, or of persons affiliated with that decision maker, could interfere with the ability to make objective decisions for the benefit of MHP.

Financial Interest: exists if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which MHP has a transaction or arrangement,
- b. A compensation arrangement with MHP or with any entity or individual with which MHP has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MHP is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Persons affiliated: include, but are not limited to, members of the family, business associates, and persons to whom the decision maker owes money or owes a duty of loyalty.

Procedures

1. All Employees and Agents a. If a decision is to be made in which an MHP employee or agent has a potential conflict of interest, the employee or agent has a duty to disclose the conflict of interest to their supervisor, contract party, or the Chief Compliance Officer (“CCO”) before the decision is made.

b. Employees or agents shall not refer MHP clients to a business owned by the employee or persons affiliated with the employee.

c. The supervisor, contract party, or CCO may request that the nature of the conflict of interest be submitted in writing for consideration by appropriate parties, or may request that the conflicted person remove themselves from the decision.

d. On a periodic basis, all employees and agents may be asked to affirm their agreement to the conflict of interest policy, and that they have no undisclosed conflicts of interest.

2. Positions of Influence: Board of Directors and other key employees and agents.

a. Certain employees and agents, such as Directors, Board Committee members, physicians, and certain supervisors, are in a special position to influence decisions impacting MHP. Therefore, they will be required on a periodic basis to provide to the CCO a written Conflict of Interest Disclosure Statement.

b. In the case of Board of Director or Board Committee conflicts of interest, the by-laws and any Board policies shall determine the process for addressing any perceived or actual conflicts of interest.

c. The list and designation of these key employees and agents, by category, shall be the responsibility of the CCO, and may be altered based upon the experience and assessment of risk to MHP.

d. The specific wording contained in the Conflict of Interest Disclosure Statement may be altered, from time to time, by the CCO based upon the experience and assessment of risk to MHP.

3. Political Activity:

Mental Health Partners encourages employees to engage in their own political beliefs and activity when not conducting work for Mental Health Partners. Mental Health Partners employees may not campaign for themselves or for anyone else during work hours, nor may they use Mental Health Partners’ equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, you should determine whether such activity violates the Mental Health Partners Conflict of Interest Policy.

4. Separate Private Practice:

Mental Health Partners employees do not engage in business or conduct outside of their work at Mental Health Partners which directly conflicts or competes with the scope of business conducted by Mental Health Partners. Employees do not see clients outside Mental Health Partners in a separate private practice if the client has had clinical contact with Mental Health Partners within the prior twelve (12) calendar months.

5. Violations of the Conflicts of Interest Policy: a. Employees, interns, volunteers, contractors: Actual or suspected violations of the Conflict of Interest policy shall be investigated by the Human Resources and Compliance departments. Violations may result in disciplinary action for the employee, intern, volunteer or contractor.

b. Board Director or Board Committee Member: The by-laws and any Board policies shall determine the process for addressing any perceived or actual conflicts of interest.