



POLICY

LAWYERS ALERT CONFLICT OF INTEREST

Date Effective: January 2007

PURPOSE: To define Lawyers Alert conflict of interest policies for procurement, outside employment, sub-granting and consulting. Lawyers Alert promotes ethical business practices, professional integrity and objectivity in gift giving, gratuities, making sub-grants, engaging consultants, and all procurement transactions conducted by its employees. Lawyers Alert requires that employees' relationships with other individuals and organizations be conducted in a transparent and professional manner.

APPLICATION: This policy applies to all Lawyers Alert staff worldwide.

POLICY:

1. Employees may not solicit, accept, offer, or give anything of value, either directly or indirectly, in exchange for influencing or appearing to influence any action by Lawyers Alert. Things of value include money, goods, services, entertainment, employment, or any form of gift or gratuity.
2. Employees must, at all times, maintain their integrity and that of Lawyers Alert by observing strict transparency and truthfulness in every transaction and refraining from any personal obligation to any vendor or other party.
3. Employees are responsible for ensuring that funds are not committed or orders placed with any individual or entity that represents a potential conflict of interest affecting any transaction.
4. Employees have an affirmative obligation to declare any personal interest, financial or otherwise, in any decision that s/he is making. Employees must declare and remove themselves from making or participating in a decision which would have a material effect on a personal financial interest of the employee, a family member of the employee, or any organization in which the employee is a member or governing board member. Employees shall not authorize the payment of cash or goods, or the issuance or sub-grants or consulting contracts, to individuals, companies or any other entity in which the employee or an employee's family member has a material interest.
5. Employees may not engage in outside employment, consulting or other activities that conflict with Lawyers Alert's mission or that compromise the

employee's ability to fully carry out the responsibilities of the employee's position. If there is a possibility of a conflict, employees should consult the President before engaging in the activity.

I acknowledge that I have read and accepted the Lawyers Alert conflict of interest policy.

Signature
Date

Print Name