



## Conflict of Interest Policy

Except for positions which are specifically designated as temporary and/or part-time, each employee's employment with another organization is assumed to be 'other outside activity'; which is not compatible with the full and proper discharge of the duties and responsibilities of his or her employment with RDA. Acceptance of outside employment, which tends to impair the employee's mental or physical capacity to perform his or her job with RDA, in an unacceptable manner, is prohibited.

An employee, whether full or part-time or temporary, is prohibited from accepting outside employment or engaging in outside activities, which may in any way be competitive with the services or products furnished by RDA unless prior approval from his or her supervisor with the concurrence of the Director of Human Resources to do so has been obtained. Also prohibited is any activity, which brings or tends to bring discredit up or causes unfavorable criticism of RDA. Neither shall an employee engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct prejudicial to RDA.

An employee shall not directly or indirectly use, or allow the use of RDA property of any kind; including property leased by RDA, for other than RDA business or RDA approved activities. An employee shall not directly or indirectly use, allow the use of, or otherwise disclose, information obtained through or in connection with his or her employment with RDA which has not been made available to the general public or which is of a proprietary nature.

I have read and understand the policy above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee #

