

**Hawkeye Area Community Action Program, Inc.
Disclosure Notice and Request for Approval**

Outside Employment/Business Interests – Potential Conflict of Interest

HACAP policies prohibit staff from using their position with HACAP or their relationships with HACAP employees, vendors, and consumers for private advantage or personal gain. Outside employment and business interests must at all times be kept totally separate from an employee's role at HACAP. Employees and their outside businesses may not contract for service with HACAP. Employees and their outside businesses may not adversely affect the operations or the public image of HACAP. If you are unsure if your request meets the criteria for a potential conflict of interest, please continue with the process by filling out this form, verifying the information and routing it for the appropriate signatures (see routing instructions below)

Refer to HACAP Policy 221.1 "Conflict of Interest – Policy and Standard Operating Procedure" for additional information.

Please accept this as notification that I have a second job at:

Business Name: _____

Position held: _____ Position Scheduled Hours: _____ to _____

Type of service/product: _____

Please accept this as notification that I have a privately owned business:

Business Name: _____

Type of service/product: _____

By signing this form, I verify that this outside employment/business interest will not interfere with my job performance at HACAP or adversely impact the image of HACAP.

Employee name (Please Print)

Employee Department & Site Location

Employee signature

Date

Supervisor signature

Date

This section to be completed by CEO or his/her designee

Request for approval of outside employment has been (circle one) Approved Denied

Request for outside business interest has been (circle one) Approved Denied

Chief Executive Officer or Designee

Date

Routing: HACAP employee route to immediate supervisor
 Supervisor route to CEO or designee

cc: HACAP Employee; Supervisor; Employee Personnel File