**Jam Youth Theatre**

**Conflict of Interest Policy**

**Introduction**

The purpose of this policy is to protect the interests of JAM YOUTH THEATRE and its customers. In the regular course of business, employees may have the opportunity to advance their own personal interests with or against the interests of JAM YOUTH THEATRE. Acting in such a manner is unacceptable and any party who acts outside of the company’s best interest may be subject to disciplinary action.

**Employee Duties**

Every employee is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of employment.

**Investigating potential conflicts**

When a possible conflict of interest arises, the director will collect all of the pertinent information and may question any concerned parties. If they determine that a conflict exists, steps will be taken to address the conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.

**Addressing conflicts of interest**

When an actual conflict of interest is found, any services that may have been affected will be reviewed retroactively. Affected parties both within and outside of the business will be notified. An investigation will also be conducted by the director to determine the extent of the conflict and the intentions of the parties involved.

**Disciplinary action**

As all conflicts of interest will be reviewed on a case-by-case basis, a review may result in disciplinary action. The director has full discretion to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of employment.