

**FIRST UNITARIAN CHURCH OF ST. LOUIS**  
**CONFLICTS AND CONDUCT POLICY**  
(adopted \_\_\_\_\_)

**Purpose of Policy.** Members of the Policy Board, members of the Church Council, Staff, and Ministers of the First Unitarian Church of St. Louis (the “*Church*”) commit themselves to the Church and its congregants to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when conducting Church business.

**Avoidance of Conflicts.** Members of the Policy Board, members of the Church Council, Staff, and Ministers of the First Unitarian Church of St. Louis (“covered persons”) must represent unconflicted loyalty to the interests of the Church and the congregation. This accountability supersedes any conflicting personal loyalty such as to their own economic interests and to advocacy or interest groups and membership on other Boards or staffs.

- There must be no self-dealing or any conduct of private business, personal services, or other entity’s interests, between any covered person and the Church, except as procedurally controlled to assure openness, competitive opportunity, and equal access to all information needed to make a fair and open decision regarding any transaction.
  - A covered person shall disclose any actual or potential conflict between that person’s personal interest with respect to a potential transaction, including an employment decision, affecting the Church before taking any action with respect to that transaction to the body or person in the Church that is making the decision regarding the transaction.
  - A covered person with a conflict shall absent himself or herself without comment from all deliberations and decision making, including voting, regarding a potential transaction with respect to which a covered person shall have an actual or potential conflict between that person’s personal interest and the interests of the Church.
  - A conflict shall include situations where a covered person has a significant voice in an entity doing business with the Church or where a covered person’s family members would have a conflict if they were a covered person.
  - The Policy Board may take disciplinary action against a covered person for an undisclosed conflict.

**Church Employment.** Any covered person, other than a Church employee or a Minister, shall not use their position to obtain employment (including as a paid consultant) for themselves with the Church. Such a covered person seeking employment must temporarily withdraw from the Policy Board or Church Council during all deliberations on that employment opportunity and must withdraw from the Board or Council if hired or retained. A covered person shall not use their position to obtain employment for any family member or close associates, and the procedures applicable to other conflicts of interest shall apply.

**Confidentiality.** Covered persons shall respect the confidentiality of congregants and the Church while conducting Church business.

**Affirmation.** All covered persons shall review this policy annually and affirm in writing that he or she has reviewed and will adhere to this policy.