

**ADULT CARE FOOD PROGRAM**

**OUTSIDE EMPLOYMENT POLICY STATEMENT**

Name of Institution: \_\_\_\_\_

Contract Number: \_\_\_\_\_

All Adult Care Food Program (ACFP) Institutions of multiple facilities must provide a policy on outside employment. The policy must restrict other employment by employees that interferes with an employee's

ACFP responsibilities/duties, including outside employment that constitutes a real or apparent conflict of interest. Other ethical and conflict of interest issues may also be addressed. (A sample of a possible outside employment policy is provided for your reference. The sample may be used in part or in its entirety to assist in development of the institution's policy)

Each institution of multiple centers is required to annually submit a blank copy of their policy statement with this certification. The statement will be kept on file with the Adult Care Food Program.

I certify that a policy is in effect as of \_\_\_\_\_ (date of implementation) and that the institution's employees have been made aware of it.

\_\_\_\_\_  
Signature of the Chairman of the Board, President, Owner Or Delegated  
Authority

\_\_\_\_\_  
Date

***ATTACH A COPY OF THE INSTITUTION'S OUTSIDE EMPLOYMENT POLICY***

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*(Institution's Name)*

**OUTSIDE EMPLOYMENT POLICY  
&  
DISCLOSURE FORM**

**S A M P L E**

All employees are expected to avoid activities, which create a conflict of interest with their responsibility to this institution. The institution also expects its employees to observe the highest moral and ethical standards in any dealings in which they represent the institution.

The institution recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of his or her employment with the institution. Each employee also has an obligation, however, to refrain from activities which conflict with the institution's operation.

The institution reserves the right to determine when an activity conflicts with its interest and to take whatever action is necessary up to and including termination of employment.

Any of the following may be considered a conflict and therefore must be disclosed by the employee in an effort to resolve the potential conflict. Potential conflict of interest includes: outside employment, provision of services for competitors or clients, outside business interest, accepting gifts from companies/suppliers/individuals doing business with the institution, and promoting personal business on institution's property during business hours or institution employment.

Employees are required to report and disclose any of these or other areas, which may constitute a conflict of interest. Please list all other employment or businesses in which you are involved.

This is to certify that I have read and understand this policy and have disclosed outside employment or business(s) in which I am involved. I further understand if at any time I become involved in any outside employment or business, I must report it to this institution within \_\_\_\_\_ days.

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Signature of Employee

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Date