



sarasotamedical pregnancycenter

Sarasota Medical Pregnancy Center is an Equal Opportunity Employer

We greatly appreciate your interest in our organization and assure you that applicants are considered for all positions without regard to race, color, sex, age, religion, national origin, disability, marital, or veteran status. Please note this application must be completed in its entirety and signed, in order to be considered for employment. Information submitted on this application is subject to verification. NOTE: All new hires are required to submit documentation in accordance with the Immigration Reform and Control Act of 1986.

Personal Information:

Date: _____

Name: _____
Last First MI

Social Security #-----

Present Address: _____
Street City State Zip

Phone #: _____

Are you at least 18 years of age? [] Yes [] No If No, please state your age: _____

Are you legally eligible for employment in the US? [] Yes [] No

Employment Information:

Position applying for: _____

Date available to start: ____/____/____

Referred By: _____

Type of employment desired: [] Full time [] Part time [] Temporary Wage Desired: \$ _____ per _____

Are you willing to work overtime, if required? [] Yes [] No

Are there any shifts or hours that you cannot work? [] Yes [] No If yes, please identify: _____

Have you received a description of the job or been made aware of the essential functions of the job you are applying for: [] Yes [] No. Do you understand the job requirements? [] Yes [] No (if no, please explain) _____

Are you able and willing to perform job related functions with or without reasonable accommodation? [] Yes [] No

Have you ever applied for a position with this company before? [] Yes [] No

If yes, When? _____

Have you ever been convicted of any crime other than a minor traffic violation? [] Yes [] No

If yes, state the date and places where the charges occurred (Note: answering "yes" will not automatically disqualify you for employment): _____

Are you presently employed? [] Yes [] No If yes, may we contact your present employer? [] Yes [] No

Education

Table with 4 columns: Name & Location, Years Completed, Did you graduate?, Degree earned (Major). Rows include High School, College, Graduate School, Trade, Business, or Correspondence School.

List any extracurricular activities, awards, scholarships, or clubs that you were involved in which might be related to the position for which you are applying: _____

Employment Experience:

Please give accurate and complete full/part time employment record. Start with your present or most recent employer first.

Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:
Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:
Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:
Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:

Note that all the employers listed above will be contacted unless the applicant indicates differently.

Are there any employers above whom you do not wish for is to contact? Yes No

If yes, please indicate employer and reason: _____

References:

List below the names of three persons, not related to you, whom you have known for at least one year.

Name	Address & Phone	Business	Years Known

I hereby reaffirm that I have read the foregoing questions and that my answers to them are true and correct and that I have not misrepresented or withheld any information. I understand that falsification of this information may be cause for immediate dismissal. I further acknowledge that my employment may be terminated, and the company or I may withdraw any offer of employment without prior notice. I also understand that my employment is at will. This means I am free to terminate my employment at any time, for any reason, and the company retains the same right. I understand that any offer of employment may be contingent upon a credit and criminal background investigation and a pre-employment drug screen. I hereby authorize all references and former employers listed on my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise. I hereby release all parties, including agents, from any claims, causes of action, or liability from damages that may or could result from furnishing such information to the company or as a result of information obtained through a background investigation or drug screen.

Signature of Applicant: _____

Date: _____



CONFLICT OF INTEREST POLICY

Article I – Purpose

The purpose of the Conflict of Interest Policy is to protect the Sarasota Medical Pregnancy Center’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Center or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II – Definitions

1. Interested Person

Any director, principal officer, employee, volunteer, board member, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Center has a transaction or arrangement, or
- b. A compensation arrangement with the Center or with any entity or individual with which the Center has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Center is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III – Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Center can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Center's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

- a. If the governing board or committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.
- b. If after hearing the interested person's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest in fact existed,
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Center for services is precluded from voting on matters pertaining to that compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Center for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Center, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

Each employee, volunteer, board member, executive director, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person.

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Center is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII – Periodic Reviews

To ensure the Center operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Center's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Center may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



Article IX – Annual Conflict of Interest Affirmation Statement

I, _____, do affirm that I have received a copy of the Sarasota Medical Pregnancy Center (SMPC) Conflict of Interest Policy, I have read and understand the policy; I do agree to comply with the policy; and I do understand that the Center is charitable, and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes. I, furthermore, agree to comply fully with it at all times throughout my term of service as a SMPC Employee, Volunteer, Board Member, or Committee Member.

Pursuant to such policy, I hereby disclose the following relationships, positions or circumstances in which I am involved that might contribute to an actual or potential conflict between the interests of SMPC and my personal interests, or those of any party or entity related to me (if none, please write "NONE"):

If at any time following the submission of this form and before the next reporting period, I become aware of any actual or potential conflict of interest, or if the information provided above becomes inaccurate or incomplete, I will promptly notify the Chair of the Board in writing.

Applicant's Name (Print): _____ Date: _____

Applicant's Signature: _____

CONFLICT RESOLUTION POLICY

1.0 INTRODUCTION

Whereas, Matthew 18 describes the biblical principle for resolving conflict, and whereas, the Sarasota Medical Pregnancy Center (hereafter, “Center”) as a faith-based organization, committed to obeying God’s Holy Word, the Center’s Board of Directors (hereafter, “Directors”) and all members to include employees, volunteers, and committee members (hereafter “Members”) will implement the model set forth in Matthew 18 and will follow the procedures listed below for conflict resolution.

2.0 BIBLICAL PRINCIPLE

Matthew 18:15-17 states, “.... if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every act may be confirmed. And if he refuses to listen to them, tell it to the church...”

The Members are encouraged to follow this Biblical Principle on matters which impact the ability of the Center to achieve its mission and vision.

When a conflict occurs between, or among, Members the following procedures shall be followed.

3.0 PROCEDURES

- 3.1 All Members are required to sign the *Conflict Resolution Policy Affirmation Agreement*, as attached, the original copy will be placed in the Member’s file and will be kept on site at the Center’s administrative office. Signors can make a copy or request a copy from the Center’s administrative office.
- 3.2 Whereas Matthew 18 will be the standard of conduct for all Members, this policy will be reviewed at the Annual Meeting of Directors; and, the Chief Executive Officer (hereafter “CEO”) or his/her designee, will review it with all employees, volunteers, and committee members at least once a year.
- 3.3 If a Director has a concern regarding the CEO, he/she will go directly to the CEO. If the Director is unsatisfied with the response from the CEO, he/she will bring one or two additional Directors with him/her to speak with the CEO. If he/she is unsatisfied with the outcome of their conversation, the Director will bring his/her concern to the Board Chairman who will place the issue on a meeting agenda to be resolved by a majority of the Directors.
- 3.4 If an employee, volunteer, or committee member has a conflict with any other Member, he/she will speak directly with the other Member about the problem before discussing the issue with any other Member. If the conflict is with the complainant’s manager or committee chair, then see Section 3.6.

- 3.5 If the complainant is unsatisfied by the response from the other Member, she/he may escalate the issue to their immediate manager or committee chair to discuss the problem and work towards a resolution.
- 3.6 If the complainant remains unsatisfied, she/he may contact the Human Resources Representative or committee chair who will attempt to resolve the issue, and if not, forward it to the CEO for final resolution.
- 3.7 If an employee, volunteer, or committee member has a conflict with the CEO, he/she will speak directly with the CEO about the problem before discussing the issue with any other Member. No Director will speak with another Member about the conflict but rather will direct the employee, volunteer, or committee member, to follow the procedures defined herein.
- 3.8 If the complainant is unsatisfied with the response from the CEO, he/she will contact the Human Resources Representative or committee chair who will be responsible for resolving the issue, or forwarding the issue to the Board Chairman who will place the issue on a meeting agenda to be resolved by a majority of the Directors.



Conflict Resolution Policy Affirmation Agreement

Please initial each statement and place your signature at the bottom of this document.

- I have read *SMPC's* Conflict Resolution Policy.
- I am completely committed to adhering to *SMPC's* Conflict Resolution Policy.

Furthermore:

- I will accept responsibility for establishing and maintaining healthy interpersonal relationships with every member of the Center.
- I will establish and maintain a relationship of functional trust with the Directors, and every member of the Center.
- My relationships with each Member will be always respectful.
- I will not engage in the bickering, backbiting, and blaming and if I hear a Member doing so, I will remind them about our commitment to the Matthew 18 principle and I will ask them to follow the procedures as defined in the Conflict Resolution Policy.
- I will be committed to finding solutions to the problems, rather than complaining about them or blaming someone for them.
- I will remember that none of us are perfect, and that human error provides opportunities for forgiveness and growth - not for shame or guilt.

I have read and initialed the preceding statements and by my signature below, I do affirm that I have read, understand, and agree to comply with all aspects of the Conflict Resolution Policy as written here within.

Applicant's Name (Print): _____ Date: _____

Applicant's Signature: _____



CODE OF CHRISTIAN CONDUCT

(To be signed annually by all employees)

Christianity is central to the purpose and mission of the Sarasota Medical Pregnancy Center (hereafter, “Center”). It is the Center’s policy that all employees be disciples of Jesus Christ. We believe that in order to preserve the function and integrity of the purpose and mission of the Center, and to provide a biblical role model to the clients and members of the community whom we serve, it is imperative that all persons working at the Center in any capacity agree with the provisions set forth here, and with the mission statement and objectives of the Center. Consequently, all employees are expected to annually review and affirm his/her agreement with the Code of Christian Conduct as a condition of their ongoing affiliation with the Center, both in terms of doctrinal belief and practical application. Violation of these principles shall constitute cause for action to be taken up to dismissal, or termination, as appropriate. *“...set an example for believers (and unbelievers) in speech, in life, in love, in faith, and in purity.” (I Timothy 4: 12b) “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.” (Phil 1:27)*

1. Statement of Faith

- We believe the Bible to be the inspired, infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the divinity of our Lord Jesus Christ, in His virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His personal bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a Godly life and to perform good works.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord, and not as a result of good works only.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

2. Statement of Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including all pre-born babies, the aged, the physically or mentally challenged and every other stage or condition of life from conception through natural death. We are therefore called to defend, protect, and value all human life. We believe in the sanctity of life from the moment of conception to natural death. We believe that adoption is a loving and viable option to an unplanned pregnancy. The Center prohibits employees from adopting children of clients. The Center employees shall not participate, organize, or be involved in activities that occur in front of or around an abortion-related facility. This includes sidewalk counseling, picketing, or demonstrations, even though the First Amendment of the United States Constitution may protect such activities. Because their values and activities are known and respected by the Center, participation in activities of “40 Days for Life” and the “Respect Life Ministry” are exceptions. Private

prayer vigil is permitted, but in all cases, participants shall not wear the Center's logo, name tag, or in any way identify their association with the Center at such time. *Psalm 119:73, 139:13, Isaiah 44:2 & 24.*

3. Statement on Marriage, Gender, and Sexuality

We believe God's plan for human sexuality is to be expressed only within the context of monogamous marriage between a biological male and a biological female, as the foundation of the family, and the basic structure of human society. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that God wonderfully and immutably creates each person as male or female and these two distinct, complementary genders together reflect the image and nature of God. We believe that the Bible is the authoritative Word of God and provides guidance for our lives. *Genesis 1:26-27 and 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.*

4. Statement of Biblical Authority

The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe, as interpreted, and applied, by our governing Board. We believe the Bible to be the inspired, infallible Word of God, and represents the final authority concerning morality and conduct of mankind. For purposes of the Center's religious foundations, the Pastors for Life Committee will interpret and make a final recommendation on the Bible's meaning and application as it applies to the Center for action by the Board.

5. Code of Christian Conduct

- We are conscious of the fact that everything we do, directly or indirectly, has the potential to reflect upon the Center as a whole.
- We always conduct ourselves with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.
- We hold ourselves to the highest possible standard of conduct, always striving to avoid even the appearance of impropriety.
- Our communications are truthful, honest, and accurately describe the services we offer.
- We operate in accordance with all applicable laws.
- We respect confidentiality, and only disclose information as required by law.
- We treat others with kindness, compassion, and in a caring and courteous manner.
- We oppose abortion under any circumstance.
- We oppose all substances and/or medications, prescribed or taken, and/or any procedure performed, that causes an abortion.
- We give accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
- We do not offer, recommend, or refer for abortions, but we are committed to offering accurate information about abortion procedures and risks.
- Employees agree to be faithful in church attendance, be a diligent student of God's Word, and endeavor to walk continually in His Spirit.
- We live a lifestyle consistent with biblical values.
- All "conflict of interest" relationships will be avoided with other employees, volunteers, Board members, committee members, suppliers, those we serve, and other organizations with whom we deal, unless disclosed and approved by the Board.
- No one will accept gifts or favors which might influence the performance of their responsibilities.

By affixing my signature below, I affirm that I have read and understand the Center's Code of Christian Conduct, I agree to uphold the values and beliefs expressed therein, and I promise to strive to live a biblical lifestyle. I understand that violation of these principles shall constitute cause for action(s) to be taken, up to and including termination of my affiliation.

I accept the responsibility to act as an advocate on behalf of those under my care, and to give accurate information, referrals, emotional support, and spiritual guidance. I will keep all information on the Center's financial supporters completely confidential while I am affiliated, or unaffiliated, with the Center and I understand that I can only discuss this information with the Chief Executive Officer (C.E.O).

Furthermore, I will keep all information on the Center's clients, completely confidential while I am affiliated, or unaffiliated, with the Center and I understand that I can only discuss this information with my immediate supervisor, the Chief Operating Officer (C.O.O.) or, the Chief Executive Officer (C.E.O.), as appropriate.

Name (Print): _____ Date: _____

Signature: _____