**[NAME OF ORGANIZATION]**

**POLICY ON CONFLICT OF INTEREST**

**Fiduciary Responsibility**

Members of the Board of Trustees and staff have a clear obligation to conduct all affairs of the organization according to the highest ethical standards. Integrity, transparency, accountability, and truthfulness are expected to be practiced and upheld in all actions of the board and staff.

**Covenant**

Members of the Board of Trustees and staff agree to place the welfare of the organization above personal interests, interest of the family members, or others who may be personally involved in substantial affairs affecting the organization's basic functions.

**General Disclosure**

Members of the Board of Trustees and staff disclose all relationships and business affiliations which may now, or in the future potentially or actually conflict with the interests of the organization, or bring personal gain to them or their family business.

**Reporting of Disclosures**

All disclosures required of the staff will be handled by the Vice President/Director for Finance and Administration. All disclosures of the members of the board shall be referred to the Board Secretary/Auditor. Information disclosed will be held in confidence except when the organization's best interest would be served by bringing the information to the attention of the Executive/Audit Committee of the board and the other officers of the organization.

**Desisting from Participation**

Members of the Board of Trustees and staff who may have conflict of interest in any matter shall desist from participating in the deliberation concerning the proposed project, activity or transaction. He/she is expected to excuse him/herself from the meeting unless explicitly requested by the Chair to remain in the meeting to interpret or provide information. Disregard for the need to excuse him/herself invites the Chair to request his/her withdrawal from the meeting room.

**Determination of Potential Conflict of Interest**

Any individual who is uncertain about a conflict of interest in any matter shall disclose such potential conflict to the appropriate individual as noted above.

**Failure to Disclose**

Each member of the Board of Trustees and executive staff should recognize that disclosure of personal and business interest is a requirement for continued affiliation or employment with (the organization), and deliberate failure to disclose a potential conflict of interest could result in disaffiliation or termination of employment.

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Chairperson

Date:

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Secretary