**[ENTER PROGRAM NAME HERE]**

**CONFLICT OF INTEREST POLICY**

Policy guidelines to avoid material conflicts of Interest involving Board or staff

No Board member, staff member, or volunteer of the [ENTER PROGRAM NAME HERE] ([ENTER PROGRAM NAME HERE]) may participate in any decision-making process when said person or members of her or his immediate family, or any party, group, or organization to which said person has allegiance, may have an interest that may be seen as competing with the interests or concerns of [ENTER PROGRAM NAME HERE].

Board members, staff members, and volunteers shall not have a direct or indirect financial interest in assets, leases, business transactions, or other financial dealings of [ENTER PROGRAM NAME HERE].

Board members, staff members, and volunteers must weigh carefully all circumstances in which there exists the possibility of accusations of competing interest. Board members, staff, and volunteers shall disclose to the Board any possible conflict of interest and any and all relevant information pertaining to the potential conflict and may not participate in any decision-making process related to the matter in which there may be a conflict of interest. Further, Board members, staff, and volunteers shall excuse themselves from the room when there is any deliberation and decision on the matter of interest.

The minutes of the Board and/or committee meetings shall reflect that the conflict of interest was disclosed and that the interested person was not present during the deliberation and decision on the matter of interest. In the event of possible conflict of interest at the level of management, the Executive Director shall report to the Board in writing that the conflict of interest was disclosed and that the interested person was not in the room and did not participate in the final deliberation and decision on the matter of interest.

Notwithstanding the above, the Board of Directors may waive the foregoing restrictions and allow a Board member, staff member, or volunteer with a conflict of interest to join in such portion of the discussion on the matter of interest as the Board deems appropriate.

When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Executive Committee or the Board, excluding the person(s) who may have the possible conflict.

The policy shall be reviewed at the first meeting of duly elected Board members, annually with all staff and with each new member of the team at the time of their hire. Copies of this policy shall be given to each Board member, staff member, and volunteer.

Acknowledgment:

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