

Conflict of Interest Policy Statement

Purpose:

The purpose of this Conflict of Interest Policy is to protect the interests of the organization by ensuring that its employees, officers, directors, and agents act in the best interests of the organization and avoid any potential or actual conflicts of interest.

Definitions

- **Conflict of Interest:** A situation in which a person's personal, professional, or financial interests may potentially or actually conflict with the interests of the organization.
- **Interested Person:** Any director, officer, employee, or agent who may have a direct or indirect interest in a transaction involving the organization.

Policy

All individuals covered by this policy must disclose any potential conflict of interest as soon as it arises and shall not participate in any decision-making process related to the matter in question.

Procedures

- Disclosure of any actual or potential conflict of interest must be made in writing to the appropriate supervisor or governing body.
- The interested person may be required to provide additional information as requested.
- The governing body or designated authority will determine what action, if any, is appropriate.

Compliance

Failure to disclose conflicts of interest or abide by this policy may result in disciplinary action, up to and including termination or removal from position.

Signature:

Printed Name:

Date:
