
CONFLICT OF INTEREST POLICY

[Organization Name]

Replace all bracketed fields [] with your organization's specific information.

Article I – Purpose

The purpose of this policy is to protect the interests of [Organization Name] by: (a) preventing the personal interest of the Board, Employees, and Independent Contractors from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

Article II – Persons Concerned

This statement applies to Board Members, Officers, and all Employees who can influence the governance and actions of [Organization Name]. This includes anyone who makes financial decisions, might be referred to as "management personnel," or have proprietary information regarding [Organization Name].

Article III – Procedures

1. Duty to Disclose Each Member, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

2. Investigating Conflicts When a potential Conflict of Interest is disclosed, the Governing Board will provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing a Conflict of Interest If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating employment with [Organization Name].

Affected parties both within and outside of [Organization Name], including shareholders, directors, employees, and independent contractors, will be notified. If the Conflict of Interest involves a member of the Board, that individual will be excused from deliberations.

4. Disciplinary Action All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose.

After hearing the individual's response and investigating further as warranted, the governing officers may take appropriate disciplinary action, including removal from the position.

5. Notice of Annual Statements Every Member, Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with [Organization Name] and must do so annually. Failure to sign does not nullify the policy.

Article IV – Acknowledgment

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with [Organization Name], including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with [Organization Name].

Name (printed): _____ Date: __ / __ / 20__

Signature: _____

This template is provided as a sample only. Consult legal counsel to ensure this policy meets your organization's specific needs and applicable laws.