



## CONFLICT OF INTEREST POLICY

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in personal, organizational, or professional gain.

Officers, board members and staff are obligated to always act in the best interest of Monroe County Friends of Animals (hereafter referred to as MCFA). This obligation requires that any officer, board Member or staff in the performance of MCFA duties, seek only the furtherance of MCFA's mission. At all times officers, board members, and staff are prohibited from using their job title or MCFA's name or property for private profit or benefit.

1. **DEFINITION** - The officers, board members, and staff of MCFA should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide MCFA fund raising activities.

No officer, board member or staff of MCFA shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to their knowledge, any of the following has a financial interest in that purchase or contract:

- A. The officer, board member or staff.
- B. Any member of their immediate family.
- C. Their partner.
- D. An organization in which any of the above is an officer, director, or employee.
- E. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

2. **DISCLOSURE** - Any possible conflict of interest shall be disclosed by the person or persons concerned. A conflict of interest arises:

- A. When an interested person has personal interests or concerns that conflict

- with the interests or concerns of MCFA.
- B. When there is bias or the appearance of bias in a decision-making process that would reflect a dual role played by an interested person of MCFA.
  - C. When a related party transaction is being considered.
3. **FINANCIAL INTEREST** - A person has a 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 MCFA has a transaction arrangement.
  - B. A potential ownership, investment interest, or compensation arrangement with MCFA or with any entity or individual with which MCFA has a transaction arrangement.
4. **COMPENSATION** - includes direct and indirect remuneration as well as gifts or favors.
5. **BOARD ACTION** - The existence of financial or other conflicts of interest will be decided by the Executive Committee of the Board of Directors. No person involved in the potential conflict may vote on the matter.
6. **RECORD OF CONFLICT** - The official minutes of the Board shall reflect that the conflict of interest was disclosed, and the interested person did not participate in the final discussion or participate in the vote.
7. **COMPLIANCE STATEMENT** - Prior to the initial election and annually thereafter, each Director shall sign a copy of this policy as an affirmation of disclosure and compliance. The signed statement will be kept on file.

## **AFFIRMATION**

I affirm that I have read and understand the Conflict of Interest Policy and agree to comply with said policy. I will disclose any situations that could contribute to a conflict of interest and agree to file a supplemental disclosure whenever a potential conflict arises.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_