



## HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC.

<b>Section:</b>	<b>Policy &amp; Procedures: CONFLICT OF INTEREST AND DISCLOSURE FORM</b>		
	<b>Issued: 2018</b>	<b>Revised: 10/2022</b>	<b>Page 1 of 2</b>

**Purpose:** The purpose of this policy is to help inform the Board of Directors on what constitutes as conflict of interest, assist the board in identifying and disclosing actual and potential conflicts, and help ensure avoidance of conflicts of interests where necessary.

**Policy:** The Board of Directors and the members of the Haitian American Nurses Association of FL. Inc. (HANA) must act always in the best interests of HANA.

**Procedures:**

1. The members of the association have an obligated duty to conduct themselves without conflict to the interest of HANA and in their capacity as Board Members must subordinate personal, individual business, third party, and other interests to the welfare and best interests of the organization.
2. A conflict of interest is a transaction or relationship, which presents or may present a conflict between a member's obligations to HANA and the member's personal, business, or other interests.
3. Board Members and general membership members who have their own nonprofit organizations are prohibited to become President of HANA, as this will create a conflict between HANA and their organizations.
4. If a candidate is seeking the office of the presidency of HANA of Florida Inc., you should not hold office to another nonprofit as the president at the same time. This information must be disclosed prior to running for office. In the event a candidate fails to disclose such information, the board of directors reserves the right to take further action.
5. Full disclosure of all actual and potential conflicts is required to be reported to HANA Executive Board Members.
6. All actual and potential conflicts of interests shall be disclosed by Board Members to HANA executive board through the disclosure form and/or whenever a conflict arises. The disinterested members of the HANA Executive Board shall decide as to whether a conflict exists and what subsequent action is appropriate (if any). The HANA Executive Board shall meet and discuss such determination and action. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement with respect to the interpretation and application of this policy.

***All conflicts of interests shall be disclosed by the Board members to HANA Board of Directors through the disclosure form. (See conflict disclosure form)***



## HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC.

**Page 2 of 2**

1. On annual basis, all Board Members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form.
2. All completed forms shall be provided to and reviewed by the HANA Executive Board.

Approved by:	Board of Directors
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