



Conflict of Interest Policy

Certified Trading Card Association (CTCA)

1. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity, credibility, and mission of the Certified Trading Card Association (CTCA). CTCA exists to support, elevate, and advocate for trading card businesses. To fulfill that mission, CTCA must ensure that decisions made by its Board, committees, officers, and representatives are free from improper influence, personal gain, or competing loyalties.

This policy establishes clear expectations for identifying, disclosing, and managing conflicts of interest—real, potential, or perceived.

2. Scope of the Policy

This policy applies to:

- Board members
 - Officers
 - Committee members
 - Employees and contractors
 - Volunteers acting on behalf of CTCA
 - Any individual representing CTCA in an official capacity
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3. Definition of a Conflict of Interest

A conflict of interest exists when an individual's personal, financial, or professional interests could:

- Influence their judgment or actions on behalf of CTCA
- Create the appearance of bias or preferential treatment



- Compromise CTCA's reputation for fairness, neutrality, and industry-wide trust

Conflicts may be actual, potential, or perceived.

4. Examples Relevant to the Trading Card Industry

Conflicts of interest may include, but are not limited to:

- Financial interests in a grading company, marketplace, vaulting service, or authentication provider that CTCA may endorse, partner with, or evaluate.
 - Ownership or employment with a trading card shop, marketplace, or service provider that could benefit from CTCA decisions.
 - Receiving gifts, discounts, or incentives from industry vendors seeking CTCA influence or access.
 - Using CTCA information (e.g., member data, upcoming initiatives, policy drafts) for personal or business advantage.
 - Participating in decisions that directly affect a business you own, operate, or represent.
 - Advocating for policies that disproportionately benefit a small group of members, including one's own business or partners.
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5. Duty to Disclose

All covered individuals must:

- Disclose any actual, potential, or perceived conflict as soon as it arises.
- Submit an annual Conflict of Interest Disclosure Form.
- Update disclosures promptly if circumstances change.

Disclosures must be made to the Board Chair, Executive Director, or designated Ethics Officer.

6. Review and Determination



Upon disclosure:

- The Board (or designated committee) will review the conflict.
- The individual may provide relevant information but must recuse themselves from deliberation and voting.
- The Board will determine whether a conflict exists and what actions are required to manage it.

Possible actions include recusal, restrictions on involvement, or removal from a role.

7. Recusal Requirements

Individuals with a conflict must:

- Leave the room (physical or virtual) during discussion and voting.
- Not attempt to influence the decision.
- Not receive privileged information related to the matter.

The recusal will be documented in meeting minutes.

8. Prohibited Conduct

The following actions are strictly prohibited:

- Using CTCA roles for personal or financial gain.
 - Steering CTCA partnerships, endorsements, or programs toward businesses in which the individual has a stake.
 - Accepting gifts or incentives intended to influence CTCA decisions.
 - Misusing confidential CTCA information.
 - Representing CTCA in negotiations where a personal interest exists.
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9. Gifts and Benefits

To avoid undue influence:



- Gifts over a reasonable nominal value (e.g., \$50) must be declined or reported.
 - Discounts, exclusive access, or special treatment from industry vendors must be disclosed.
 - Any benefit that could appear to influence CTCA decisions is considered a potential conflict.
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10. Confidentiality

All disclosures and reviews will be handled confidentially. CTCA will maintain records of disclosures, determinations, and actions taken.

11. Violations of the Policy

Violations may result in:

- Removal from committees or leadership roles.
 - Termination of employment or contract.
 - Suspension or revocation of CTCA membership.
 - Other actions deemed appropriate by the Board.
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12. Annual Acknowledgment

All covered individuals must sign:

- An annual Conflict of Interest Disclosure Form.
- An acknowledgment that they have read, understand, and agree to comply with this policy.