1526 N Washington Ave
Emmett, Idaho 83617
petadoptionleagueofgc.com
208-365-1359



Pet Adoption League

# Conflict of Interest Policy

Approved 10/1/2025

Pet Adoption League of Gem County (PAL) requires members of its Board of Directors (Board), its Advisory Council, its Board Committees and employees to act at all times in the best interest of PAL (collectively, "Covered Persons"). It is the responsibility of each Covered Person to disclose all potential and actual conflicts of interest to the Board and, as required, recuse himself or herself from all discussions and abstain from voting on any related matter.

Specifically, Covered Persons shall not:

- Place, or appear to place, their self-interests or the interests of a third party above the interests of PAL;
- Use PAL's staff, services, equipment, materials, resources or property for personal or third-party gain, or represent to third parties that their authority as a Covered Person extends any further than it actually extends;
- Engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interest of PAL;
- Solicit or accept gifts, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to PAL without full disclosure to, and advance approval by, the Board;
- Provide goods or services to PAL as a paid vendor without full disclosure to, and advance approval by, the Board. If approved, any payments made shall be reasonable and not exceed fair market value; or
- In any manner solicit, induce or encourage, or cause any related party to solicit, induce or encourage any employee, independent contractor, vendor, volunteer, donor, sponsor, advertiser, Covered Person or any other person or entity with an actual or potential relationship with PAL to terminate their employment or other relationship with PAL, refrain from entering into any such relationship with PAL, or reduce, curtail or limit any such relationship with PAL or any benefit that may be provided to PAL by such relationship.

If an actual or potential conflict of interest exists involving a Covered Person, it is the responsibility of the person involved, or any other person with knowledge of the actual or potential conflict, to notify the Board President and Board Secretary. The notification shall be entered into the minutes of the next Board meeting and discussed so that the Board can give guidance as appropriate. The conflict shall be documented in writing as an addendum to the Board meeting minutes. This record shall contain the disclosure, evidence of recusal from deliberation and abstention from any vote on the matter by the person involved, and the rational for any decision made.

Each Covered Person will be asked to review this policy and sign an acknowledgement on an annual basis.

ACKNOWLEDGEMENT

I have read this Conflict-of-Interest Policy. My signature below is my acknowledgement that I have received and reviewed this policy and agree to abide by its terms.

Printed Name: _____

Signature: _____ Date: _____