

*The following are sample conflict-of-interest policies and questionnaire.*

# Conflict-of-Interest Template

## XYZ ORGANIZATION

### CONFLICT-OF-INTEREST POLICY

All trustees, officers, agents, and employees of XYZ Organization shall disclose all real or perceived conflicts-of-interest they discover or that have been brought to their attention. A conflict-of-interest occurs when a person is responsible for promoting the interest of XYZ at the same time they are involved in a competing interest (e.g., financial, business, personal, relational).

To disclose a conflict-of-interest, submit a written description of the real or perceived conflict to the Executive Director or designated official. Even though an annual questionnaire shall be distributed as a reminder of the policy and a means for uncovering conflicts-of-interest, disclosure is required at any time a conflict-of-interest occurs. All disclosures will be noted in board minutes.

Any individual who believes they—or an immediate family member—may have a conflict-of-interest, must abstain from the following:

1. Participating in discussions or deliberations on the subject of the conflict (other than to present factual information or to answer questions)
2. Using personal influence to affect deliberations
3. Making motions
4. Voting
5. Executing agreements
6. Taking similar actions on behalf of XYZ from which conflicts-of-interest might pertain by law, agreement, or otherwise

At the discretion of the board, a person with real or perceived conflict-of-interest may be excused from discussion or deliberations on the subject of the conflict. A board member who discloses a real or perceived conflict-of-interest may be counted in determining the existence of a quorum at any meeting in which the conflict is discussed. The minutes of the meeting shall reflect the disclosure, the vote, and the individual's abstention from participating and voting.

### CONFLICT-OF-INTEREST QUESTIONNAIRE

I have read the XYZ Conflict-of-Interest Policy and certify that I do not have any relations or interests conflicting with the interests of XYZ Organization. Exceptions are allowed if an individual has a business relationship with a board member (must be disclosed).

I agree to abide by this Conflict-of-Interest Policy.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_