

Diocese of Yakima

Conflict of Interest Policy

Scope – The following statement of policy applies to each member of the _____. The chair and its members are committed to ethical, businesslike, and lawful conduct. To ensure understanding and compliance with these standards and relevant Federal Government requirements, each member will be required to read, agree to and sign the following *Conflict of Interest Policy*. Each member shall complete the *Annual Conflict of Interest Statement* (1) upon entry onto the Governing Body (2) whenever a conflict arises or is suspected and (3) annually while a member is serving.

Responsibility – All decisions of the members of the _____ are to be made solely on the basis of a desire to promote the best interests of the organization and those it serves.

Disclosure of Conflicts With Respect to Potential Financial Transactions – In the event any financial transaction involving the _____ also involves (1) a member or a member of their extended family, or (2) an organization with which any member of the _____ has any material financial interest, the member having the affiliation or interest, at the first knowledge of the transaction shall disclose fully the precise nature of the interest or involvement.

Disclosure Statement – Each member of the _____ shall be required to submit a disclosure statement listing all organizations with which he or she is affiliated and describing the nature of the affiliation as defined below. In the event there is any material change in the information contained in any disclosure statement, the person who submitted it shall promptly submit written notification of the change.

A member is deemed to be affiliated with any organization that may be potentially related to the financial operation of the _____ of which he or she, or a member of his or her family (1) is a director, trustee, officer, partner, employee, or agent; or (2) receives direct financial benefit from sales or services; or (3) have a 35 percent or greater interest.

The term family shall be deemed to include an individual's spouse, children (including legally adopted children), parents, grandparents, great grandparents, siblings (whether by whole or half blood), spouse of that individual's siblings, children, grandchildren and great grandchildren and members of that individual's household.

In no way should this policy imply that members should reveal any ethnic, political, fraternal or civic affiliations.

Administration – All disclosures required under this policy and amendments thereto, if by members, shall be directed in writing to the governing member. The governing member shall be responsible for the administration of this policy. Issues under this policy concerning members shall be reported initially to the governing member for appropriate action. Information disclosed under this policy shall be held in confidence by the persons authorized to receive and act upon it

except where, in the judgment of any of such persons, the best interest of the organization requires further disclosure. This review process shall be reported annually to the governing member.

Restraint on Participation – A member who has declared or has been found to have a conflict of interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, unless for special reasons the _____ requests information or interpretation from the person or persons involved. In the case of a member, he or she shall not vote on the matter in question and, if so requested by the Chairperson or any other member of the _____, shall not be present at the time of the vote. With respect to restraint on participation, where applicable, the Chairperson shall take such action as is necessary to assure that the transaction is completed in the best interests of the Governing Body without the substantive involvement of the person who has the possible conflict of interest.

Advance Determinations – Any member who is uncertain about possible conflict of interest in any matter may request the Governing Body to determine whether a possible conflict exists; the Governing Body; shall resolve the question by majority vote. If required, the question of potential conflict might be referred to the Chief Financial Officer for an opinion prior to the vote.



Annual Conflict of Interest Statement for _____

Check all of the following that apply (use additional sheets as needed):

1. ___ To the best of my knowledge, I, either directly or through a member of my family, am affiliated with the following organizations that may be potentially related to the financial operation of _____: (See pervious section for definitions of “affiliated” and “family”.)

Name of Organization Description of Possible Affiliation:

2. ___ To the best of my knowledge, there exist no circumstances involving me or a member of my family that may be construed as a conflict of interest within the meaning of the accompanying policy statement.

3. ___ To the best of my knowledge, there exist circumstances involving me or a member of my family that may be construed as a conflict of interest within the meaning of the policy statement, as follows (describe below):

4. ___ There may be the possibility of a potential conflict of interest as follows (describe below):

I certify the above:

Name (Printed)

Signature

Date