



Connections for Independent Living
Conflict of Interest Policy

Policy:

This conflict of interest policy is designed to ensure that the Leadership Team of Connections for Independent Living identifies situations that present possible conflicts of interest and provide appropriate procedures if a possible conflict of interest arises. It is also intended to ensure that decisions are not influenced by any private profit or other personal benefit to the individuals affiliated with Connections for Independent Living.

Procedures:

Duty to Disclose

In connection with any actual or possible conflict of interest, a Leadership Team member should disclose the existence of the interest and be given the opportunity to disclose all material facts to the Executive Director, directors, officers, key employees or members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the interest and all material facts, and after any discussion with the interested person, he or she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining directors, officers, key employees or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the meeting. After the presentation, he or she shall leave the meeting during the discussion and vote process. Any Connections for Independent Living business transaction, which involves a potential conflict of interest shall have terms that are at least as fair and reasonable to Connections for Independent Living as those that would otherwise be available to Connections for Independent Living if it were dealing with an unrelated party.

Violations of the Conflict of Interest Policy

If the governing board, executive staff or committee has reasonable cause to believe a Leadership Team member has failed to disclose actual or possible conflicts of interest, it should inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.



- If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it should take appropriate disciplinary and corrective action.

Compliance: A written record on any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept by key staff or where applicable, the board chair.

The employee record should contain: The names of all persons found to have an interest in connection to the mater, any action taken, a list of names of all who were involved in the action

This conflict of interest policy statement shall be made available to the Leadership Team. Such people will be asked to read the statement of definitions associated with this conflict of interest policy** as well as to sign the following Statement of Understanding concerning reporting of potential conflicts of interest.

Statement of Understanding:

I have read and understand the Connections for Independent Living policy on conflict of interest and agree to abide by its terms.

Potential Conflict of Interest Disclosure:

Signature: _____

Name: _____

Date: _____

**Conflict of Interest Policy Definitions