

Connect 4 Life

Conflict of Interest Policy

Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of Connect 4 Life when engaging in activities or making decisions where a conflict of interest could arise. It seeks to ensure that the charity's officers, directors, employees, and volunteers act in the charity's best interest.

Scope

This policy applies to all individuals involved with Connect 4 Life, including directors, officers, employees, volunteers, and contractors.

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, professional, or financial interests conflict with the best interests of the charity. This may occur when an individual is in a position to influence decisions that could result in a personal benefit or a benefit to a family member or associate.

Examples of Conflicts of Interest include:

- Direct or indirect financial interest in a transaction involving the charity.
- Acceptance of gifts, payments, or favors from any party engaged in business with the charity.
- Personal relationships that could influence decisions made on behalf of the charity.
- Holding a position in, or owning, a competing or related organization.

Duty to Disclose

Any individual involved with Connect 4 Life who believes they may be involved in a conflict of interest must immediately disclose the conflict in writing to the Board of Directors or the Executive Director.

Procedure for Managing Conflicts of Interest

1. **Disclosure:** Upon identification of a potential or actual conflict of interest, the individual must disclose the nature and extent of the conflict.

2. **Recusal:** The individual with a conflict of interest must refrain from participating in discussions or voting on any matter related to the conflict.
3. **Evaluation:** The Board or relevant committee will review the conflict of interest and determine whether it is significant enough to affect decision-making.
4. **Resolution:** If necessary, the Board may take action to mitigate the conflict, which may include removing the individual from certain responsibilities, reassigning duties, or, in extreme cases, terminating involvement with the charity.

Documentation

All disclosed conflicts of interest and the resolution of such conflicts must be documented in the minutes of the board or committee meetings where they were discussed.

Gifts and Hospitality

Individuals involved with Connect 4 Life may not accept gifts, hospitality, or other benefits from third parties if these could reasonably be seen to compromise their objectivity or influence their decisions on behalf of the charity. In cases of doubt, such gifts should be reported to the Board for consideration.

Confidentiality

All parties involved in the disclosure and resolution of a conflict of interest are required to maintain confidentiality regarding the nature of the conflict and any actions taken to resolve it.

Review of the Policy

This Conflict of Interest Policy will be reviewed annually by the Board of Directors to ensure it remains relevant and effective in safeguarding the integrity of the charity.

Acknowledgment

I, _____, have read and understood Connect 4 Life's Conflict of Interest Policy. I agree to abide by its terms and will disclose any potential conflicts of interest in accordance with this policy.

Signature: _____

Date: _____