



A Child's Haven, Inc. Policies and Procedures

Conflict of Interest

Executive Director Approval

January 26, 2017

Review Date

All Governing or Advisory Board Members, hereafter known as "Board Members", agents, and employees of A Child's Haven, Inc. shall disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with this organization's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of A Child's Haven, Inc. at the same time he or she is involved in a competing personal interest (financial, business or personal).

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement (attached) shall be circulated to Board Members, agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever conflicts of interest may occur. The written notices of disclosures shall be filed with the Executive Director or such other person designated by the Executive Director to receive such notifications. At the meeting of the Board of Directors, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

A Board Member, agent, or employee who believes that he or she or a member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

- 1) participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions)
- 2) using his or her personal influence to affect deliberations,
- 3) making motions,
- 4) voting,
- 5) executing agreements, or
- 6) taking similar actions on behalf of the organization where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the top governing body or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussions or deliberations with respect to the subject of the conflict.

A member of the top governing body or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The Executive Director shall ensure that all Board Members, agents, employees, and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.