

**OREGON CONFERENCE EDUCATION**  
**CONFLICT-OF-INTEREST DECLARATION**  
**Employees & Trustees of Local School Board**

The Oregon Conference school, \_\_\_\_\_, recognizes that board members, faculty, and staff have diverse professional and financial interests, as well as responsibilities to one's constituent church. Because of these interests, the school board has adopted a policy whereby all board members, faculty, and staff must disclose all relationships which may influence the way their responsibilities are carried out. It is essential that all board members, faculty, and staff adhere to this policy in order to protect the reputation and integrity of (\_\_\_\_\_). Failure to adhere to this policy could result in disciplinary action or removal from the board, faculty, or staff.

The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of \_\_\_\_\_ board members, faculty, and staff from interfering with the performance of their duties to \_\_\_\_\_, and to ensure that there is no personal, professional, or political gain at the expense of \_\_\_\_\_. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

A conflict of interest may exist when the interests or potential interests of any director, officer, or staff member, or that person's close relative, or any individual, group, or organization to which the person associated with \_\_\_\_\_ has allegiance, may be seen as competing with the interests of \_\_\_\_\_, or may impair such person's independence or loyalty to \_\_\_\_\_. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, officer, or staff member in a manner that is adverse to the interests of \_\_\_\_\_.

**Examples**

A conflict of interest may exist if a board member, pastor, staff member, or close relative

- Has a business or financial interest in any third party dealing with \_\_\_\_\_. This does not include ownership interest of less than 5 percent of outstanding securities of public corporations.
- Holds office, serves on a board, participates in management, or is employed by any third party (i.e. constituent church) dealing with \_\_\_\_\_.
- Derives remuneration or other financial gain from a transaction involving \_\_\_\_\_ (other than salary reported on a W-2 or W-9 or salary and benefits expressly authorized by the board).
- Receives gifts from any third party on the basis of his or her position with \_\_\_\_\_. All gifts should be returned to the donor with the explanation that \_\_\_\_\_ policy does not permit the acceptance of gifts. No personal gift of money should ever be accepted.
- Engages in any outside employment or other activity that will materially encroach on such person's obligations to \_\_\_\_\_; compete with \_\_\_\_\_'s activities; involve any use of \_\_\_\_\_'s equipment, supplies, or facilities; or imply

\_\_\_\_\_’s sponsorship or support of the outside employment or activity.

### **Use of Information**

Board members, faculty, and staff shall not use information received from participation in \_\_\_\_\_ affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of \_\_\_\_\_.

### **Disclosure and Recusal**

Whenever any board member has a conflict of interest or a perceived conflict of interest with \_\_\_\_\_, he or she shall notify the board chair of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with \_\_\_\_\_, he or she shall notify the board chair of such conflict in writing.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board, or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. However, that person shall be allowed to provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter and did not vote.

### **Dissemination**

A copy of this conflict-of-interest policy shall be furnished to each board member, faculty, and staff member who is presently serving this organization or who may become associated with it.

### **Certification**

The policy and its application shall be reviewed annually for the information and guidance of board members, faculty, and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

As administered by the board chair, each board member will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter. As administered by the principal of \_\_\_\_\_, each staff member will be asked to complete such a certification upon his or her employment and on an annual basis thereafter. All certifications shall be reviewed by the board as appropriate.

**CONFLICT CERTIFICATION FOR OREGON CONFERENCE SCHOOL**  
**Board and Staff Members**

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the \_\_\_\_\_. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the \_\_\_\_\_ in writing.

1. I have read the Conflict-of-Interest Declaration.
2. I am in compliance with \_\_\_\_\_'s policy on Conflict of Interest and/or Commitment as printed above.
3. Except as disclosed below:
  - a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of the \_\_\_\_\_.
  - b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of the \_\_\_\_\_.
  - c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational entities, suppliers, or agencies doing business with the \_\_\_\_\_.
  - d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the \_\_\_\_\_ in any decision-making process involving financial or legal interests adverse to the \_\_\_\_\_.

I have read and agree to abide by \_\_\_\_\_'s Conflict-of-Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached paper.

Disclosures:

1. I am a representative at \_\_\_\_\_ church.
2. I have a child/children who is/are student(s) at \_\_\_\_\_. YES NO
3. Other: \_\_\_\_\_
4. Other: \_\_\_\_\_
5. Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date