



## **Conflict of Interest Policy**

### **As it applies to Officers, Directors, Committee Members and Staff Members**

It is the Policy that no member of the Board of Directors, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by any reason of his or her participation with Keepers of the Wild. Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee, Staff who is an office, board member, a committee member, or staff member of a client organization or vendor of Keepers of the Wild shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, she or he shall not participate in decision affecting that agency and the decision must be made and/or ratified by the board.

Any member of the Board, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during their affiliation.

- A. Disclosure—Any possible conflict shall be disclosed by the person or persons concerned.
- B. Board Action—When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by a vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.
- C. Record of Conflict—The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.