Spartanburg Academic Movement Conflict of Interest Policy and Procedures

POLICY

All employees and members of the Board of Directors are expected to use good judgement, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee or Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

Procedures:

- Upon or before hire, election, or appointment each employee and Board member must provide a full written disclosure of all direct or indirect financial interest that could potentially result in a conflict of interest. Examples include employer, business, and other nonprofit affiliations, and those of family members or a significant other. This written disclosure will be kept on file and will be updated annually and as needed.

- Employees and Board members must disclose any interests in a proposed translation or decision that may create a conflict of interest. After disclosure, the employee or Board member will not be permitted to participate in the transaction or decision.

- Should there be any dispute as to whether a conflict of interest exists:
  - The Executive Director shall determine whether a conflict of interest exists for an employee, and shall determine the appropriate response.
  - The Board of Directors shall determine whether a conflict of interest exists for the Executive Director of a member of the Board, and shall determine the appropriate response.