

## **CONFLICT OF INTEREST POLICY**

### **Policy Statement**

The American Hose Company No.1, Inc. (AH) has established this policy and procedure to prevent the personal interest of officers and members from interfering with the performance of their duties to the AH, or result in personal financial, professional or political gain on the part of such persons at the expense of its members, supporters and other stakeholders.

### **Definitions**

Conflict of Interest (also Conflicts) – means conflict or appearance of a conflict, between the private interests and official responsibilities of a person of trust. Persons in a position of trust include officers and the members of the AH.

Officer – means a member elected by the general membership of the AH as per the By-Laws.

Member – means a person of any of the classes of membership of the AH as per the By-Laws.

Supporter – means corporations, foundations, individuals, 501(c)(3) nonprofits and other nonprofit organizations who contribute to the AH.

### **Policy and Practices**

The interested parties shall make full disclosure, by notice in writing, to the executive committee in all conflicts of interest, including but not limited to the following:

- 1) A member is related to another member by blood, marriage, or domestic partnership.
- 2) A member serves on a governing body of a supporter of the AH.
- 3) A member or their organization stands to benefit from a transaction or a member of such organization receives payment from the AH by any subcontract, goods or services other than a part of his / her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided for in the By-Laws.

Following disclosure of a possible conflict of interest or any condition listed above, the executive committee shall determine whether a conflict of interest exists and if so, the executive committee shall vote to authorize or reject the transaction or take other action deemed necessary to address the conflict and protect the AH best interests. Both votes shall be by a majority vote without counting the vote of any executive officer, even if the disinterested executive officer are less than a quorum provided that a least one consenting executive officer is disinterested.

Any member in a position to make a decision about the spending the AH resources (i.e. transactions such as purchase contracts) or who stands to benefit from that decision has a duty to disclose that conflict as soon as it arises or becomes apparent; that member should not participate in any final decisions.

A copy of this policy shall be given to all supporters, volunteers or other key stakeholders upon commencement of such person's relationship with the AH. Each executive officer, officer and member shall sign and date the policy acknowledgement form at the beginning of his / her term of service and each year thereafter. Failure to sign does not nullify the policy. Copies of this policy are available upon request from the secretary of the AH.

All specified parties must file the policy disclosure form annually.

