

**ALPHA OMICRON PI FOUNDATION
CONFLICT OF INTEREST STATEMENT**

Adopted Sept. 8, 2004

Q. What constitutes a conflict of interest?

A. A conflict of interest exists whenever a staff/board member or someone in the member's immediate family has a formal relationship with an actual or prospective vendor or a material interest in a firm that is an actual or potential vendor to the organization.

Q. When is a staff/board member in conflict with his or her organization?

A. A staff/board member is in conflict with his or her organization when an actual or potential conflict of interest exists and the member does not disclose that conflict to his or her organization.

Conflict of interest policy

No employee, board member, or any member of her/his family should accept any gift, entertainment, services, loans or promises of future benefits from any person who personally or whose employer might benefit or appear to benefit because of the employee's/board member's connection with the Alpha Omicron Pi Foundation, Inc. Employees/board members are expected to work out for themselves the most gracious methods of declining gifts and entertainment that do not meet this standard.

No employee/board member should perform for personal gain services for any supplier to the Alpha Omicron Pi Foundation, Inc. of goods or services, or for any customer, as employee, consultant, or in any other capacity, that provides compensation of any kind. Similar association by a member of the employee's/board member's family or by any other relative may also be inappropriate.

No employee, board member, or any member of her/his family should have any beneficial interest in or substantial obligation toward any supplier, customer of the Alpha Omicron Pi Foundation, or any other organization that is engaged in doing business with or serving the Foundation, unless it has been determined on the basis of full disclosure of the facts that such interest does not give rise to a conflict of interest. Board members disclosing a conflict of interest, or potential conflict of interest, are expected to recuse themselves from discussion or voting on the appropriate business matters.

This regulation is not intended to apply to situations that do not compromise the employee, board member, the Alpha Omicron Pi Foundation, or a third party. Nor does it apply to gifts and social entertainment of a nominal value that are clearly in keeping with good business ethics and that do not obligate the recipient.

Any matters or questions that arise will be referred to the Foundation Board President (for board members) or Executive Director (for staff members) for appropriate actions.

Employees will sign at the date of employment, and revisit policy at each annual review. Board members will sign at the first Board meeting after election.