

CONFLICT OF INTEREST POLICY

A personal or financial interest or involvement in any customer, client, competitor, or supplier of North Bay Housing Coalition, including outside employment or consulting, is considered a potential conflict of interest. If an employee or any of his or her close relatives (spouse, domestic partner, child, sister, brother, parent, grandparent, or in-laws) has, or is considering having, a personal or financial interest in a customer, client, competitor, or supplier of North Bay Housing Coalition, or real estate adjacent to a North Bay Housing Coalition location, the employee must disclose the interest or relationship to Board President of North Bay Housing Coalition.

Furthermore, employees may not give or accept gifts, loans, or favors from persons having business relationships with North Bay Housing Coalition. The receipt or giving of small gifts or casual entertaining for business purposes, however, is not prohibited. Failure to promptly disclose actual or potential conflicts of interest to Board President of North Bay Housing Coalition may result in discipline, up to and including dismissal. Whenever these issues arise, contact the Board President of North Bay Housing Coalition to discuss the issue. North Bay Housing Coalition reserves the right to determine whether any relationship represents an actual or potential conflict of interest in violation of this policy.

Conflict of Interest Certification and Disclosure Form

Name:

Position (e.g., employee/volunteer/trustee):

Date:

Certification

By signing this form below, I certify that:

1. I have received a copy of the organization's conflict of interest policy;
2. I have read and understand the policy;
3. I agree to comply with the policy; and
4. I understand that the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

Conflict of Interest Disclosure

Please certify below that you either have no actual or possible conflict of interest to report, or describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to an actual or possible conflict of interest between the organization and your personal interests, financial or otherwise:

____ I have no conflict of interest to report.

____ I have the following actual or possible conflict(s) of interest to report.