



Conflict of Interest Policy

POLICY

As a condition of employment or affiliation, employees and Board members of the Sheffield Manor Swim Team Stingrays (hereafter referred to as "SMST") are obligated to always act in the best interest of the organization. This obligation requires that any employee or Board member, in the performance of organizational duties, seek *only* the furtherance of the SMST mission. A conflict of interest occurs when influences may prevent an employee or Board member from performing his/her duties with impartiality and complete allegiance to the best interest of the SMST. At all times, employees and Board members are prohibited from using their job titles or position, the organization's name or property, for private profit or benefit.

PROCEDURES

1. **Gratuities, etc.** – Employees and Board members of the SMST should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. Fees paid to employees or Board members for work-related speaking/consultant fees, honoraria, and the like, must be paid to the SMST directly and not to the employee or Board member personally. Fees paid directly to an employee or Board member must be endorsed promptly to SMST. This does not preclude bona-fide fund-raising activities.
2. **Compensation** – Board members contribute valuable expertise on a voluntary basis and will not be compensated for said expertise.
3. **Relationships** – Employees and Board members are prohibited from participating in the selection, award, or administration of a purchase/contract with a vendor where, to the employees' or Board members' knowledge, any of the following has a financial interest in that purchase/contract:
 - a. The employee or board member;
 - b. Any member of the employee's or board member's immediate family;
 - c. The employee's or board member's partner;
 - d. An organization in which any of the above is an officer, director, or employee;
 - e. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.
4. **Disclosure** – Any possible conflict of interest shall be disclosed by the person(s) concerned immediately.
5. **Board Action** – When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.
6. **Record of Conflict** – The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final discussion or vote and did not vote on the matter.
7. **Consequences** – Any employee or Board member not abiding by this policy will be subject to disciplinary action (up to and including termination or dismissal).
8. **Policy Dissemination** – A copy of this policy will be given to all Board members, officers, and employees upon adoption of the policy, annually, and at initial orientation sessions.