

## **Conflict of Interest Policy for Metro Justice and its Task Forces**

In order to safeguard the activities, assets and reputation of Metro Justice, the Council needs to be aware when situations arise whereby Council members have interests, relationships, or activities that conflict or appear to conflict with the Council members' ability to act and make independent decisions in the best interest of Metro Justice.

A conflict of interest can arise when a member of a nonprofit's board has a relationship with the organization that in any way compromises his or her ability to act solely in the best interest of the organization. Metro Justice recognizes five basic areas in which conflicts of interest can arise for Council members:

- 1) Metro Justice is a source of income for the Council member.
- 2) A Council member's family member or close associate is paid to provide a service to Metro Justice.
- 3) A business with which a Council member has ties is paid to render a service to Metro Justice.
- 4) A Council member is associated with an organization that is directly competing with Metro Justice for resources such as donations, grants, etc.
- 5) A Council member is associated with another organization as an employee or board member that may be affected by actions taken by Metro Justice.

**Metro Justice will employ the following actions to avoid conflicts of interest:**

### **1. Full Disclosure.**

Council members will make known any actual or potential conflicts of interest that they have in accordance with the five areas listed above. Such disclosures will be recorded in written statements or the minutes of council meetings and will be kept on file.

### **2. Council Member Abstention from Discussion and Voting.**

Board members who have an actual or potential conflict of interest will not participate in discussions or vote on matters affecting transactions between the organization and the other group. They will leave the meeting room when the rest of council discusses and votes on such matters.

### **3. Openly Seeking Bids.**

When hiring staff, Metro Justice will openly post employment opportunities and when seeking to purchase any other services, bids from multiple providers must be considered. The best interests of the organization will be the determining factor in any hiring or purchasing decisions.

### **4. Metro Justice Council.**

The Executive Committee is solely comprised of volunteers. No members of Executive Committee can receive income, nor can their household receive income from Metro Justice. This will go into effect 1/1/2007.

At-large members of Metro Justice Council and task force representatives to Metro Justice Council can be under contract to provide services to Metro Justice if the nature of the contract is fully disclosed to Council and the amount of income earned does not exceed \$599 per year. Full disclosure of a contract arrangement is mandatory as soon as an individual knows that he or she will be receiving income from Metro Justice.

**5. Signed Statement on Conflicts of Interest.**

Council members will sign a statement when joining Council that they understand and will abide by Metro Justice's conflict of interest policy.

Approved by Council on December 18, 2006.