

# Greenville Unitarian Universalist Fellowship

## **Conflict of Interest Policy**

Approved by the Board in September 2023

This policy applies to any Fellowship staff, member, friend, or participant (“decision-maker”) who participates directly or indirectly in a decision regarding use of Fellowship resources, including, but not restricted to, financial resources. Such decisions include, but are not restricted to, decisions about: the sale, purchase, lease, rental, or use of any property or asset; employment or rendition of services; awarding of contracts; and investments of Fellowship funds. The purpose of this policy is to protect the assets of the Fellowship by (a) requiring those with a conflict of interest (or who think they may have a conflict) to disclose the conflict/potential conflict, and (b) prohibiting a decision-maker who has a conflict of interest from voting on the matter in which there is a conflict.

A conflict of interest exists when a decision maker, or a close associate or family member, will or could derive benefit of a personal, professional, or business nature, from the results of a decision about how to use Fellowship resources. Such benefit is understood to be apart from any general benefit as a Fellowship member, and includes, but is not restricted to: financial gain; furthering of business interests; or accrual of such benefits for family members or close associates.

In the context of any decision being contemplated, any decision maker having a conflict of interest, or the appearance thereof, with respect to that decision must:

1. Disclose the conflict of interest in writing to other decision makers, if any, and the Board of Trustees, and,
2. Remove themselves from all participation in, or influence on, the decision-making process, including participating in or being present for, discussion about the decision, or, in the case of the appearance of a conflict of interest, provide a written justification to the other decision makers showing that a conflict of interest does not in fact exist.

If there are no other decision makers, the decision must not proceed and must be taken up with the Board of Trustees.

The disclosure statement must include at least: name, date, capacity in which the conflict of interest arises (e.g., committee chair), decision under contemplation, and description of the nature of the conflict.