

***SAMPLE CONFLICT OF INTEREST POLICY***

**A Better Community, Inc.**

**Conflict of Interest Policy**

**Adopted on February 7, 2017**

All board members, officers, and other decision-makers (Agents) of A Better Community, Inc. (ABC) must carefully avoid conflicts of interest between the interests of ABC on one hand, and personal, professional, and business interests on the other hand. This includes avoiding actual and potential conflicts of interest as well as perceptions of conflicts of interest.

Agents must act for the benefit of ABC when acting in their official capacity for ABC. This means that Agents must put ABC's interests ahead of their own personal, professional, and business interests.

To that end, in the course of meetings or activities:

1. Agents must disclose any interests in a transaction or decision where the Agent or his or her family, significant other, employer, or close associates will receive a benefit or gain.
2. Said Agent must leave the room during the discussion and exclude themselves from the vote on the question.
3. The board will not count said Agent's participation toward the quorum for voting purposes.
4. The board will keep a record of the above steps and include that information in the meeting minutes.

Additionally, Agents shall not accept gifts (including cash, dining, entertainment, travel, etc.) from persons or entities with potential or actual relationships with ABC, excluding insignificant gifts that are within the range of acceptable business courtesies.

The purposes of this policy are to protect the integrity of ABC's decision-making process, to enable ABC constituencies to have confidence in ABC's integrity, and to protect the integrity and reputations of ABC's board members, officers, and other decision-makers.

ABC expects Agents to use good judgment in complying with this policy.

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Signature:

I agree to respect the spirit of this policy and to abide by the procedures outlined therein.

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Signature

Printed Name

Date



This form is for informational purposes only and shall not be construed as legal advice. Legal advice must be tailored to the specific circumstances of each case and laws are constantly changing. Organizations should seek the assistance of competent legal counsel for specific legal advice.

**To request legal assistance for a nonprofit in Maryland, contact Ingrid Hitchens (410-366-0922 x113 or [ingridh@communitylaw.org](mailto:ingridh@communitylaw.org)) or download an Application for Legal Services at <http://communitylaw.org/apply-for-services/>.**