

## Policy: Conflict of Interest

*Originally adopted: January 23, 2020*

*Last updated: January 23, 2020*

1. **Purpose:** Define the conflict of interest requirements and expectations for voting members of the Partnership (Partners).
2. **Requirements:**
  - a. Partners shall not enter into a business transaction when it uses confidential information gained in the course of the Partner's relationship with the Partnership.
  - b. Partners may not accept compensation in any form from any person or organization for the Partner's work with the Partnership. Compensation does not include awards, plaques or mementos recognizing the Partner's contribution in their profession, or to a charitable organization; honoraria or other expenses in conjunction with a presentation or demonstration in the Partner's field or expertise; or scholarships/financial grants for schooling.
  - c. Partners shall not knowingly:
    - i. Use his/her position to secure benefits, privileges, exemptions or advantages for the Partner, the Partner's family or friends.
    - ii. Accept other employment, enter into a contractual relationship or public office where it will affect the Partner's independence of judgment or require use of confidential information gained in the Partner's duties with the Partnership or vice versa.
    - iii. Act as an agent or attorney for any matter pending before the Partnership or its agencies except in the proper discharge of its duties or if such action is personal in nature to the Partner or the Partner's family.
    - iv. Use his/her position for private gain or advantage.
    - v. Conduct personal business while working on behalf of the Partnership.
    - vi. Use Partnership facilities or equipment for personal use.
    - vii. Accept rebates or procure any financial gain through the letting of bids or employment of outside personnel.
3. **Disclosures:** Partners are required to disclose any actual or perceived conflicts of interest and to keep such information current. Partners shall sign the Conflict of Interest Disclosure (attached) at the first meeting of the calendar year, or at the first meeting they attend.

## CMRP Annual Disclosure Statement

Name: \_\_\_\_\_

*Please err on the side of excess caution and detail in order to ensure a healthy discussion. Your perspective in disclosing relationships should be that of a suspicious outsider questioning **perceived** bias on the Board of Directors, **not** actual conflict or your individual knowledge of / trust in the situation or persons involved.*

Actual or Potential Conflict	Entity and Relationship or Interest (or None)
Are you or a family member a <b>responsible person</b> to another entity ( <i>e.g., employee, officer, owner, trustee, director, consultant, etc.</i> ) relevant to Partnership, other than the entity you represent on the Partnership?	
1. Do you or a family member have a <b>financial interest</b> in the Partnership or related entity ( <i>e.g., employment, consulting or other financial relationships with, an ownership or other beneficial interest</i> ), which does or contemplates doing business with the Partnership?	
2. Do you or a family member have <b>other</b> relationships, commitments or activities <b>that might reasonably be construed</b> as unduly affecting your judgment in matters relevant to your duties with the Partnership?	

### Discussion

*Please use this section to describe any reasons why the above relationships are more or less likely to create and actual or perceived conflict in your deliberation as a Partnership Board member. Again, err on the side of caution.*

### Certification

1. I, \_\_\_\_\_ have received, read, and understand the Partnership's Conflict of Interest Policy
2. My responses are complete and correct to the best of my knowledge.
3. I will abide by the policy in all my interactions with the Partnership as a member of its Board of directors.
4. I will submit a new disclosure and/or declare new interests on the record should anything of relevance change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_