

Appendix 2 to Employee Handbook

Conflict of Interest Policy

This conflict of interest policy is designed to assist trustees, officers and employees of Newlonsburg Presbyterian Church to identify situations that present potential conflicts of interest.

Conflict of Interest Defined: Newlonsburg Presbyterian Church maintains and follows guidelines to promote and assure that duties are performed in good faith and in the best interests of the organization. Newlonsburg Presbyterian Church requires that all elders, deacons, and employees remain free from any conflict of interest that may hinder their ability to objectively and fairly perform their responsibilities. All elders, deacons and employees are required to use their best efforts to avoid even the appearance of a conflict of interest.

Each Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

For purposes of this policy, the following circumstances may create Conflicts of Interest:

A. A Contract or Transaction pursued between NPC and a Responsible Person or Family Member in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is an officer, agent, partner, associate, custodian, or other legal representative.

B. Gifts, Gratuities and Entertainment - Accepting gifts, entertainment or other favors from any individual or entity that:

1. Does or is seeking to do business with, or is a competitor of NPC or;
2. Has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from NPC.
3. Is a charitable organization operating in the United States of America under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of gifts of less than \$150 value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of NPC.
4. Staff may accept honoraria for participation in events such as weddings, funeral services, memorial services etc.

Definitions

1. A "Responsible Person" is any person serving in any position of decision making authority, namely Deacon or Elder of NPC, but including any staff member.
2. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
3. A "Material Financial Interest" in an entity is a financial interest of any kind, which is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.
4. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by NPC. The making of a gift to NPC is not a Contract or Transaction.
5. A "church member" is any person who has been formally accepted into this congregation as a member, whether through confirmation, transfer of letter, or any other means.

Procedures

1. At or prior to session/ committee action on a Contract or Transaction involving a Conflict of Interest, a trustee or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting and duly recorded by the Secretary.
2. A person who has a Conflict of Interest shall not participate in or be permitted to hear the session/committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
3. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot if this mechanism is a graded remedy

assigned within the By-laws. Such person's ineligibility to vote shall be reflected in the minutes of the meeting and duly recorded by the Office Manager.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

Confidentiality

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might negatively impact the interests of NPC. Furthermore, a Responsible Person shall not disclose or use information relating to the business of NPC for the personal profit or advantage of the Responsible Person or a Family Member.

Acknowledgment Form (Conflict of Interest Policy)

I acknowledge that I have received a copy of the current Conflict of Interest Policy for Newlonsburg Presbyterian Church, that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Please complete:

I have no conflict of interest

I have a conflict of interest which is:

Printed name _____

Signature _____

Date