

E - Conflict of Interest Policy

HCU will work to prevent personal interest from interfering with the execution of duties.

Article 1 - Definition

- Section 1 Conflict of Interest - When a person in a position of trust has a private interest in the outcome of official responsibilities, there is the potential for a conflict of interest.
- Section 2 Personal Gain - A conflict exists if a person making a decision personally benefits from the decision.
- Section 3 Family Members - A conflict exists if a person making a decision is related through blood, marriage, adoption, or domestic partnership to another person that will benefit from the decision.
- Section 4 Business Partnership - A conflict exists if a person making a decision is associated with or a member of a business or organization that stands to benefit from the decision.

Article 2 - Disclosure

- Section 1 Executive Board - Full disclosure, noted in board minutes, will be required for any HCU Officer that has a conflict of interest. This includes but is not limited to:
- An Officer is related to another Officer.
 - An Officer is related to a staff member of HCU.
 - An Officer stands to benefit from a business transaction with HCU.
- Section 2 HCU Staff - Full disclosure, by written letter to the HCU President, will be required for any person employed by HCU that has a conflict of interest. If a decision of the Executive Board will effect a person/organization related to the employee, they are required to disclose that relationship.
- Section 3 HCU Members & Work Site Leaders - Full disclosure, by written letter to the HCU President, will be required for any member appointed to a committee that has a conflict of interest.

Article 3 - Restrictions

- Section 1 Financial Decisions - Anyone in a position to make decisions who stands to benefit from that decision should not participate in any final decision.
- Section 2 Employment - Any Executive Board member who has requested to be considered for employment with HCU may not hold a position that has hiring authority. If a member is employed by HCU, they will not participate in employment decisions.
- Section 3 Agenda Items - Any Officer or committee member who has a conflict of interest with an agenda item should not participate in the debate or final decision. They may be present to answer questions if needed.

Article 4 - Enforcement

- Section 1 Voluntary Abstention - When a conflict of interest disclosure is presented, the member with the conflict may declare that they will abstain from the debate and decision.

- Section 2 Board Required Abstention - When a potential for a conflict of interest arises and the member with the conflict does not voluntarily abstain, the Board will determine whether the conflict of interest exists. If the board determines there is a conflict, the member with the conflict will be prohibited from participating in the agenda item.
- Section 3 Roll Call Vote - If a conflict exists, decisions on the agenda item will be by roll call vote.
- Section 4 Record Keeping - The Secretary shall note any conflict of interest in the meeting minutes. The member with the conflict of interest will be recorded as an abstention.
- Section 5 Notification - A copy of this policy will be provided to all Executive Board members, staff members, and other key stakeholders upon the commencement of their relationship with HCU.
- Section 6 Review - This policy will be reviewed by the Executive Board at the start of each school year.

END OF POLICY
APPROVED 8/30/2017