

## **Head Start Community Program of Morris County, Inc.**

### **CONFLICT OF INTEREST AND STANDARDS OF CONDUCT POLICY**

A conflict of interest occurs whenever any individual who has control or substantial influence over the affairs of Head Start Community Program of Morris County (HSCPMC), or any family member of the individual, is involved in a situation where the affairs of HSCPMC may conflict with the individual's personal interest(s).

Required standards of conduct call for Board of Directors members to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

Whenever a conflict of interest arises, or the appearance of a conflict of interest, any member of the Board of Directors and especially such member with the conflict shall disclose in good faith the material facts as to such material conflict of interest, or financial interest, or appearance of conflict of interest. All conflicts of interest must be disclosed to the Board of Directors as soon as the conflict is apparent.

No person may sit on the Board who has a financial conflict of interest with Head Start or is an officer or employee of an organization contracting to perform a service for any component of the Head Start Community Program of Morris

County (HSMC). However, the Board may grant an exception from the strict application of this section where it determines that the personal interest of an otherwise qualified prospective Board member is so remote or minor that it would be unreasonable to question that person's ability to impartially serve the best interests of HSMC. The reasons for an exception shall be set out in the Board's minutes at the time it approves the new membership.

Any action of the Corporation to approve activity in which a conflict of interest exists, or the appearance of a conflict exists, must be approved by a two-thirds (2/3) majority of the disinterested Board of Directors members.

This policy will be disseminated to Board of Directors members upon joining the Board and annually thereafter. The Board will establish, adopt and, annually reaffirm, updating as necessary, standards that establish formal procedures for disclosing, addressing and resolving:

1. Any conflict of interest and any appearance of a conflict of interest by members of the Board, officers and employees of HSCPMC, and consultants and agents who provide services or furnish goods to HSCPMC.
2. Complaints, including investigations, when appropriate.

Policies and procedures for the above will be consistent with the standards of conduct and complaint and grievance procedures outlined in the Employee Handbook of HSCPMC.

I hereby certify that the information below is true and complete to the best of my knowledge. I have reviewed, agree to abide by, and hereby affirm the Conflict of Interest and Standards of Conduct Policy of Head Start Community Program of Morris County, Inc. Following is a disclosure of any relationships, positions, or circumstances that could be deemed contributory to a possible conflict of interest as described above.

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Name \_\_\_\_\_

Position (member of Board of Directors, etc.) \_\_\_\_\_

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