

Conflict of Interest Policy

1. **Definition** – A conflict of interest is defined as an actual or perceived interest by a board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Board members are obligated to always act in the best interest of the cemetery. This obligation requires that any board member, in the performance of cemetery duties, seek only the furtherance of the cemetery mission. At all times, board members are prohibited from using their job title or the cemetery's name or property, for private profit or benefit.
2. **Gratuities** – Board members of the cemetery should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or vendors. This is not intended to preclude legitimate cemetery fundraising activities.
3. **Financial interest** – No board member of the cemetery shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 - The board member;
 - Any member of the board member's immediate family;
 - Any business associate of the board member;
 - Any organization in which any of the above is an officer, director, or employee;
 - Any person or organization with whom any of the above is negotiating or has an arrangement concerning prospective employment
4. **Disclosure** – Any possible conflict of interest shall be disclosed by the board member or persons concerned.
5. **Board Action** – When a conflict of interest is relevant to a matter requiring action by the board, the board member(s) shall call it to the attention of the board and said board member(s) shall not vote on the matter. In addition, the board member(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the board, excluding the board member concerning whose situation the doubt has arisen.
6. **Record of Conflict** – The official minutes of the board shall reflect that the conflict of interest was disclosed and that the board member(s) did not participate in the final discussion and did not vote on the matter.

Name of Board Member

Title of Board Member

Signature of Board Member

Date