

OurResearch Conflict of Interest Policy

Purpose

The purpose of this policy is to ensure that all decisions and activities of OurResearch are made in the best interests of the organization and free from inappropriate personal or financial influence.

Definition

A conflict of interest occurs when an individual's personal or financial interests—or those of a family member or business associate—could interfere with their ability to act in the best interests of OurResearch. This includes situations where personal gain could be perceived or result from organization decisions.

Disclosure

1. **Initial Disclosure:** Board members, staff, and volunteers (including the Community Advisory Board members) must promptly disclose any existing or potential conflicts of interest upon joining OurResearch.
2. **Ongoing Disclosure:** If circumstances change or new potential conflicts arise, individuals must immediately inform the CEO so the conflict can be reviewed.

Recusal

If a conflict of interest is identified, the individual with the conflict shall:

- Refrain from participating in any discussion or decision-making related to the conflict.
- Abide by any additional measures agreed upon by the Board to manage or resolve the conflict.

Oversight

The Board will:

1. Review disclosed conflicts and determine the appropriate steps to protect the best interests of OurResearch.
2. Keep records of conflict disclosures and the actions taken to address them.

Acknowledgment

All individuals covered by this policy must:

- Read and understand this policy.
- Sign an acknowledgment indicating their agreement to follow it.
- Renew that acknowledgment whenever reappointed or upon revision of this policy.

Signature & Date:

This simple policy helps ensure transparency, maintain public trust, and protect the integrity of your nonprofit's mission to make open data more accessible.