

Policies and Procedures Manual:

Section: Administration  
Conflict of Interest

Adopted Date: 7/9/2025

Last Revision:

Page 1 of 2

---

## **Conflict of Interest Policy**

### **Purpose**

To ensure that the Board members and Officers of Living and Learning Enrichment Center act in the best interest of the organization and maintain public trust by avoiding conflicts between personal interests and the nonprofit's interests.

### **Definition of Conflict of Interest**

A conflict of interest arises when a board member's, officer's, or key volunteer's personal, financial, or other interests interfere—or appear to interfere—with the interests of Living and Learning Enrichment Center. This includes relationships with vendors, contractors, or other entities with whom the nonprofit does business.

## **Policy**

### **1. Disclosure**

- Board members and officers must disclose any actual, potential, or perceived conflicts of interest as soon as they arise.
- Disclosure should be made before the discussion of any matter where a conflict exists.

### **2. Handling Conflicts**

- The conflicted individual shall not participate in any discussion or vote related to the matter.
- The individual may be asked to leave the meeting during the discussion and decision.
- The Board will decide how to address the conflict to protect the nonprofit's interests.

Policies and Procedures Manual:

Section: Administration  
Conflict of Interest

Adopted Date: 7/9/2025

Last Revision:

**Page 2 of 2**

---

### **3. Documentation**

- All disclosures and actions taken regarding conflicts must be recorded in meeting minutes.

### **4. Annual Disclosure**

- All Board members and Officers shall complete a yearly Conflict of Interest Disclosure Statement.

### **5. Enforcement**

- Failure to disclose conflicts or comply with this policy can result in removal from the Board or other corrective measures.

### **Ethical Commitment**

Board members and Officers commit to act in good faith, with honesty and integrity, upholding the mission and values of Living and Learning Enrichment Center.

---

I affirm that I have read and agree to comply with the Conflict of Interest Policy of Living and Learning Enrichment Center.

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

---

### **Annual Conflict of Interest Disclosure Statement**

I, \_\_\_\_\_, hereby disclose the following actual or potential conflicts of interest, if any (or state "None"):

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