



## FAMD Conflict of Interest Policy

Friends for Animals of Metro Detroit (FAMD) Board of Directors and staff representing FAMD are expected to exercise good faith in all transactions touching upon their duties. They shall not use their position or knowledge gained from their position in such a way as to obtain personal advantage or financial gain.

A conflict of interest exists when an individual participates in the deliberation and resolution of an issue important to the organization or its members while also having other professional, business, or volunteer responsibilities outside the organization that could predispose or bias the individual to a particular view or goal. Of particular concern are conflicts of interest that might arise when a person in a position of authority over the organization may benefit financially from a decision he or she could make in that capacity. This type of conflict includes indirect benefits such as to family members or businesses with which the person is closely associated.

Service to FAMD should not be rendered impossible solely because of the existence of a possible conflict of interest. Although transactions between FAMD and its staff or volunteer leaders are not prohibited, such transactions should be avoided unless a complete explanation of the personal interest is disclosed.

Any circumstances, financial or otherwise, that might lead to a conflict of interest will be disclosed to the Board Chair and President to the Board of Directors through an annual disclosure procedure or be declared prior to any discussion or action. The Board Chair and President will similarly disclose to the Board of Directors any circumstances that may personally develop for that individual.

A Board Member having a potential or actual conflict of interest in any matter shall not vote or participate in discussion of that matter unless such participation is required to reach an informed decision. A person identified as having a potential or actual conflict may be requested to leave the meeting during subsequent discussion and voting. The minutes of the meeting will reflect the disclosure and abstention. Conflicts or potential conflicts that arise will be evaluated thoroughly, using the assistance of FAMD legal counsel if necessary, and resolved appropriately.

FAMD leaders (board or staff) will accept no gifts, favors, or hospitality that might influence their decision-making or action affecting the organization. It is assumed that common hospitality extended to an organization representative, such as a lunch or dinner, will not influence the representative's decision-making action.