

Pet Alliance of Greater Orlando

POLICY STATEMENT

CONFLICT OF INTEREST

Reason for Policy Statement

The Pet Alliance of Greater Orlando strives to maintain the highest ethical standards in all policies, procedures, and programs and to avoid any conflicts of interest. A conflict of interest exists when a Board member or employee has a personal or professional interest that may influence him or her when making a decision for the organization.

The goal of the Pet Alliance is not to try to avoid all possible conflict-of-interest situations, which would be impossible, but rather to identify and follow a process for handling them effectively.

Nature of Conflicting Interest

No presumption of conflict is created by the mere existence of a relationship. However, it is imperative that s/he discloses to an officer of the corporation, in writing, as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Conflicts of interest may arise in the relations of Directors, officers and management employees with any of the following third parties, including but not limited to:

- Persons and firms supplying goods and services to the Pet Alliance
- Persons and firms from whom the Pet Alliance leases property and equipment
- Persons and firms with whom the Pet Alliance is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities or other property
- Competing or affinity organizations
- Agencies, organizations and associations that affect the operations of the Pet Alliance.

In addition, Directors and Committee Members must never use information received while serving the Pet Alliance of Greater Orlando when use of such information could be detrimental in any way to the Pet Alliance. Any actions that might disparage or impair the reputation, mission, or purpose of the Pet Alliance shall also be avoided.

Disclosure Policy and Procedure

Whenever any Director has a conflict of interest or a perceived conflict of interest with the Pet Alliance, s/he shall notify the Board Chair of such conflict in writing as soon as possible.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the Board, or a Board committee, the interested person shall call it to the attention of the Board Chair and shall not be present during Board or committee discussion or decision on the matter. However, the person shall provide the Board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the Board or its committee shall reflect that the conflict of interest was disclosed, that the interested party was not present during the discussion or decision on the matter, and did not vote on the matter.

Statement of Agreement

As administered by the Board Chair, each Director will be asked to complete a statement of agreement with the Policy and disclosure of any known conflicts upon his/her election or re-election to the Board and annually thereafter.

As administered by the Pet Alliance president, each senior staff will be asked to complete such agreement upon his/her employment and on an annual basis thereafter. All agreements shall be reviewed by the Board as appropriate.

Copy of Statement of Agreement: Board and Senior Staff

I have read and agree to abide by the Pet Alliance's Conflict of Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy.

Signature

Date

Name (please print)

- OR -

I have read and agree to abide by the Pet Alliance's Conflict of Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except as noted below or on the attached paper.

Signature

Date

Name (please print)

Approved by the Board of Directors: June 30, 2009