The Pet Compassion Centers
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THE PET COMPASSION CENTERS CONFLICT OF INTEREST POLICY

The purpose of the following policy and procedures is to complement the The Pet Compassion Centers bylaws to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to The Pet Compassion Centers , or result in personal financial, professional, or political gain on the part of such persons at the expense of The Pet Compassion Centers or its members, supporters, and other stakeholders.

*Defi**nitions: Conflict of Interest (*also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of The Pet Compassion Centers *Board* means the Board of Directors. *Officer* means an officer or director of the Board of Directors. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to The Pet Compassion Centers and retains a significant independent decision-making authority to commit resources of the organization. *Volunteer* means a person who donates his/her time to The Pet Compassion Centers *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to The Pet Compassion Centers.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

    a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
    b. A board member or their organization stands to benefit from a transaction or receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
    c. A board member's organization receives grant funding from The Pet Compassion Centers
    d. A board member or staff member is a member of the governing body of a contributor to The Pet Compassion Centers
    e. A volunteer working on behalf of The Pet Compassion Centers who meets any of the situations or criteria listed above.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect The Pet Compassion Centers 's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

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3. A Board member or Committee member who is formally considering employment with The Pet Compassion Centers must take a temporary leave of absence until the position is filled. A Board member or Committee member who is formally considering employment with The Pet Compassion Centers must submit a written request for a temporary leave of absence to the Secretary of the Board, indicating the time period of the leave. The Secretary of The Pet Compassion Centers will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the The Pet Compassion Centers Board meeting.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending The Pet Compassion Centers 's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with The Pet Compassion Centers or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

7. This policy and disclosure form must be filed annually by all specified parties.

Signed by: Date:

_____ _____
Signature

_____
Print name

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