



Hope for Heaven

Conflict of Interest Policy

Purpose

The purpose of this Conflict-of-Interest Policy is to ensure that all individuals involved in the operations and governance of **Hope for Heaven** act in the best interest of the organization and avoid any actions that could compromise the integrity, objectivity, or transparency of our decision-making processes.

Scope

This policy applies to all board members, employees, volunteers, contractors, and anyone else acting on behalf of **Hope for Heaven**.

Definition of Conflict of Interest

A conflict of interest arises when a person's personal, professional, or financial interests interfere, or appear to interfere, with their ability to act in the best interests of **Hope for Heaven**. This includes, but is not limited to, situations where an individual:

- Has a financial interest in organization that does business with or competes with **Hope for Heaven**.

- Has a close personal or familial relationship with individuals or organizations that may affect their decision-making.
- Holds a position of influence in another organization that could affect or be affected by decisions made by **Hope for Heaven**.
- Receives personal benefits or gifts that could influence their objectivity in carrying out their duties for **Hope for Heaven**.

Disclosure of Potential Conflicts

All individuals covered by this policy are required to disclose any potential or actual conflicts of interest upon joining the organization and regularly thereafter, or whenever a conflict arises.

Disclosures should be made in writing to the Board Chair, who will determine whether a conflict exists and what actions should be taken.

Disclosures should be updated as necessary when circumstances change, especially if personal or professional relationships evolve.

Management of Conflicts

When a conflict of interest is identified, the following procedures will be followed:

Recusal: The individual with the conflict must recuse themselves from any decision-making, discussions, or voting on matters that present a conflict.

Review: The Board or designated committee will review the situation and decide if the conflict can be mitigated or if the individual must take further action (e.g., resign from a position or disengage from a particular activity).

Monitoring: The organization will monitor compliance with this policy and ensure that no decisions are made under conflict of interest that could compromise the integrity of **Hope for Heaven**.

Confidentiality

All disclosures and discussions related to potential or actual conflicts of interest shall be kept confidential to the extent possible, with information only shared with individuals who have a legitimate need to know in order to address the issue.

Violations

Failure to disclose a conflict of interest or to comply with the provisions of this policy may result in disciplinary action, up to and including termination of employment, removal from the board, or other appropriate measures as determined by **Hope for Heaven's** leadership.

Acknowledgment

All individuals covered by this policy are required to acknowledge their understanding and acceptance of the Conflict-of-Interest Policy by signing a statement upon joining Hope for Heaven and annually thereafter.

Hope for Heaven Conflict of Interest Policy Acknowledgment

I, the undersigned, acknowledge that I have received, read, and understand the Conflict-of-Interest Policy of Hope for Heaven. I agree to abide by the terms and conditions of this policy and to promptly disclose any potential conflicts of interest that arise during my tenure with Hope for Heaven.

Name: _____

Signature: _____

Date: _____