



APPENDIX I

SAMPLE CONFLICT OF INTEREST POLICY & WAIVER

It is the policy of [*Name of Church*] that every Board Member, Officer, Vestry Member, Committee Member, Clergy, or Employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest.

A conflict of interest exists where:

- The person has a direct or indirect interest in the matter at hand or the party(ies) involved. The interest could include, but not be limited to, a financial or business interest or a relational interest with friends or family that will influence decision-making;
- The person is either a director, officer, or employee of the other party(ies) involved;
- The person(s)'s spouse, children, parent, or siblings are in substantive relationships with the party(ies) involved;
- The appropriate Committees, after reviewing the circumstances, deem the appearance of a conflict be treated as if an actual conflict exists.

In those situations where a conflict of interest does exist, has the potential to exist, or has the appearance of a conflict, the person must notify the appropriate authority by submitting a written description of the facts comprising the conflict. For conflicts at the church level, the person should report the conflict to the Rector, or his designee. For conflicts affecting Diocesan Committees and Ministries, the person should report the conflict to the Bishop, or his designee.

While it is expected that church level conflicts can be resolved at the church level, in accordance with this policy, if additional guidance is required, the rector should report the conflict to the Bishop. For all conflicts, the Bishop may request the facts and circumstances of any reported conflict be reviewed by another committee and recommendations provided to the Bishop.

