



COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

## Conflict of Interest Policy and Code of Conduct

### Definition of a Conflict of Interest:

For purposes of this policy, a Conflict of Interest shall refer to a personal interest that is likely to cause an independent observer to conclude that an individual conducting Arizona Voluntary Organizations Active in Disaster (AZVOAD) business cannot make an unbiased decision in the best interest of AZVOAD and independent of personal considerations, give AZVOAD unbiased advice, or exercise independent judgment.

### Statement of Policy and Code:

When acting on behalf of Arizona VOAD or exercising their Arizona VOAD duties, each director or member organization representative shall: exercise their powers in the interest of Arizona VOAD and not in their own interest; participate in the decisions of the board; be informed as to the data relevant to such decisions; and exercise the utmost good faith, strict rule of honesty, best care, skill, and judgment in all transactions relating to his/her duties to Arizona VOAD

To this end, when acting on behalf of Arizona VOAD or exercising their Arizona VOAD duties each director or member organization representative shall:

1. Avoid any actions that may be perceived as creating a potential conflict between the interests of Arizona VOAD and their personal interests.
2. Disclose any and all conflicts of interest when considering or deciding upon proposed transactions or commitments for the organization.
3. Avoid directly or indirectly participating in any discussion, decision, arrangement, investment, vote, or other activity that constitutes a conflict of interest or potential conflict of interest, or that could result in personal benefit to him/herself or others with whom s/he is associated.
4. Not accept any favor that may be perceived to potentially influence his/her official act or that might reflect upon his/her business conduct.
5. Not obtain economic benefit for him/herself, his/her relatives, or friends from his/her association with Arizona VOAD
6. Offer his/her resignation if her/his status changes so they can no longer comply with the requirements of this policy.

### Procedures

1. The Board or Committee, upon the disclosure of such conflict of interest and asking any clarifying questions necessary, shall, after temporarily dismissing the person reporting the conflict, determine to the best of their ability, and within the best interest of the organization, if a conflict exists.

2. If so, the discussion and decision on the transaction or commitment will proceed without the person with the conflict present.
3. If not, the person identifying the original conflict will rejoin the Board or Committee for the balance of the discussion and vote on the issue.
4. Declarations of conflict of interest and determinations regarding the declaration, and the final decision of the Board on the conflict and the decision under consideration shall be a permanent part of the meeting record.