

Lighthouse Mission Conflict of Interest Policy

Purpose of Policy

The purpose of this conflict-of-interest policy is to prevent the organizational or personal interests of Lighthouse Mission board members and staff from interfering with the performance of their duties at or related to the operation of Lighthouse Mission, and to ensure that there is no personal, professional, or political gain at the expense of the Mission outside of normal reimbursement of expenses or salaries and benefits justly earned.

This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest, and where necessary to disqualify a person from taking part in any board or organizational decision that needs to be made regarding a conflict that has occurred.

A conflict of interest may exist when the interests or potential interests of any director, officer, or staff member, or that person's close relative, or any individual, group, or organization to which the person associated with Lighthouse Mission has allegiance, may be seen as competing with the interests of the Mission, or may impair such person's loyalty to the Mission.

Definition

A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, officer, or staff member in a manner that is adverse to the interests of Lighthouse Mission.

Examples

- A conflict of interest may exist if a director, officer, staff member, or close relative:
- Has a business or financial interest in any third party dealing with Lighthouse Mission.
 - Holds office, serves on a board, participates in management, or is employed by any third party dealing with Lighthouse Mission, other than direct funders to the Mission.
 - Derives remuneration or other financial gain from a transaction involving the Mission (other than salary reported on a W-2 or W-9 or salary & benefits expressly authorized by the board).
 - Receives gifts from any third party on the basis of his or her position with the Mission (other than occasional gifts valued at no more than \$50, or if valued at more than \$50, the gift is made available in a team space or common area for others to share — e.g., fruit baskets, boxes of candy). All other gifts should be returned to the donor with the explanation that the Mission policy does not permit the acceptance of gifts. No personal gift of money should ever be accepted.
 - Engages in any outside employment or other activity that will materially encroach on such person's obligations to the Mission; compete with the Mission's activities; involve any use of the Mission's equipment, supplies, or facilities; or imply the Mission's sponsorship or support of the outside employment or activity.

Use of Information

Directors and staff shall not use information received from participation in Lighthouse Mission affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of the Mission.

Disclosure and “Recusal” - or Disqualification

Whenever any director has a conflict of interest or a perceived conflict of interest with Lighthouse Mission, he or she shall notify the board chair of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with Lighthouse Mission he or she shall notify the President or Executive Director of such conflict in writing immediately.

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 “recuse” or disqualify themselves from the board or committee discussion or decision on the matter.

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

Dissemination

A copy of this conflict-of-interest policy shall be furnished to each director, officer, and staff member who is presently serving Lighthouse Mission.

Certification

The policy and its application shall be reviewed annually for the information and guidance of directors and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

As administered by the Board President, each director will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter.

As administered by the Board President, each staff member will be asked to complete such a certification upon his or her employment and on an annual basis thereafter.

All certifications shall be reviewed by the board as appropriate.

**CONFLICT OF INTEREST POLICY:
ACKNOWLEDGMENT & FINANCIAL INTEREST
DISCLOSURE STATEMENT**

Lighthouse Mission follows a conflict of interest policy designed to foster public confidence in our integrity and to protect our interests when we are contemplating entering a transaction or arrangement that might benefit the private interest of a director, staff member, or any of our volunteers.

**Conflict Certification for Lighthouse Mission
Board and Staff**

I have read and agree to abide by the above Lighthouse Mission 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 above Lighthouse Mission Conflict-of-Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached paper.

Signature

Date

Name (please print)

Part II. Disclosure of Financial Interests

We are required annually to file Form 990 with the Internal Revenue Service, and the form we file is available to the public. To complete Form 990 fully and accurately, we need each officer, director and staff member to disclose the information requested in this Part II.

A “conflict of interest,” for purposes of Form 990, arises when a person in a position of authority over an organization, such as an officer, director, or staff member, may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

Part II Please check ONE of the following boxes:

My interests and relationships have not changed since my last disclosure of interests. [Proceed to signature block below. Do not complete the tables.]

OR

I hereby disclose or update my interests and relationships that could give rise to a conflict of interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Names of those presenting a potential conflict of interest
Include spouse/domestic partner, living ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grand-children, and spouses/ domestic partners of brothers, sisters, children, grandchildren, and great grandchildren	

Type of interest	Description of interest that could lead to a conflict of interest
Transactions or arrangements with the Organization	
Transactions or affiliations with other nonprofit organizations	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.

Signature

Date

Printed Name