



HUMANE SOCIETY OF MACOMB CONFLICT OF INTEREST POLICY

All board members and key employees are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of a board member or key employee conflict with the interests of Humane Society of Macomb.

The purpose of this policy is to protect the integrity of the Humane Society of Macomb's decision-making process, to enable constituencies to have confidence in the integrity of the Humane Society of Macomb and to protect the integrity and reputations of board members and key staff.

Requirements of Board Members and Key Employees

Upon or before hire, election, or appointment each board member and key employee must provide a full written disclosure of all interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and the board member or key employee must update it annually and as needed. In the course of meetings or activities, board members and key employees will disclose any interests in a transaction or decision that may create a conflict of interest. After disclosure, the board member or employee will not be permitted to participate in the discussion, transaction, voting, or decision. Any such action will be noted in meeting minutes.

Any board member or key employee may excuse himself or herself at any time from any discussion or decision in which they believe they may have a conflict of interest, without going through the process of determining if a conflict of interest exists.

Determining Conflicts of Interest

Should there be any dispute as to whether a conflict of interest exists:
The board of directors shall determine whether a conflict of interest exists for the member of the board or key employee and shall determine the appropriate response.

Annual Review

The Board of Directors shall authorize and oversee an annual review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and improved.