



Conflict of Interest Policy for Covenant Home School Resource Center

Introduction:

Covenant Home School Resource Center (the "Organization") recognizes the importance of maintaining the highest standards of integrity, transparency, and accountability in all its activities. This Conflict of Interest Policy is designed to ensure that the Organization's directors, officers, employees, and volunteers act in the best interests of the Organization and avoid any actual or perceived conflicts of interest.

Purpose:

The purpose of this Conflict of Interest Policy is to outline the standards of conduct expected of individuals associated with the Organization, and to provide guidelines for the identification, disclosure, and resolution of conflicts of interest.

Scope:

This policy applies to all directors, officers, employees, and volunteers of Covenant Home School Resource Center, as well as any individuals or entities with a material financial interest in the Organization.

Definitions:

1. **Conflict of Interest:** A conflict of interest arises when an individual's personal, professional, or financial interests could compromise their ability to act in the best interests of the Organization.
2. **Financial Interest:** A financial interest includes, but is not limited to, any direct or indirect financial benefit or compensation.

Policy:

1. Disclosure:

- a. All individuals associated with the Organization have a duty to promptly and fully disclose any actual or potential conflicts of interest to the Board of Directors.
- b. Disclosures should be made in writing and include all relevant details about the nature and extent of the conflict.

2. Review and Evaluation:

- a. The Board of Directors shall review all disclosures of conflicts of interest and determine whether a conflict exists.
- b. The Board may seek advice from legal or financial professionals when necessary.

3. Recusal:

- a. Individuals with a conflict of interest shall recuse themselves from any discussion, decision, or vote related to the matter in question.
- b. The minutes of the meeting shall reflect the recusal and the reason for it.

4. Resolution:

- a. Upon identifying a conflict of interest, the Board of Directors shall determine the appropriate action to address the conflict.
- b. Possible actions may include modifying or rescinding the decision in question, imposing sanctions, or taking any other action deemed necessary to protect the Organization's best interests.

5. Annual Review:

- a. The Organization shall conduct an annual review of its conflict of interest policy to ensure its effectiveness and relevance.
- b. All individuals associated with the Organization shall reaffirm their commitment to this policy on an annual basis.

Enforcement:

Violations of this Conflict of Interest Policy may result in disciplinary action, including but not limited to removal from office, termination of employment, or other appropriate measures.

Acknowledgment:

All individuals associated with Covenant Home School Resource Center shall acknowledge receipt and understanding of this Conflict of Interest Policy and agree to comply with its provisions.

This Conflict of Interest Policy shall be effective upon approval by the Board of Directors and reviewed periodically to ensure its continued effectiveness and relevance.