



Conflict of Interest Disclosure R3

Objective: To enhance public confidence in the integrity of all Directors, employees (includes those on contract) and volunteers of Longmont Humane Society (LHS) by establishing clear rules of conduct respecting conflict of interest for Directors, employees and volunteers.

To avoid a conflict of interest which would tarnish the image of the organization and undermine the public's trust in us, Longmont Humane Society (LHS) representatives shall:

- Avoid any activity or outside interest, which conflicts or appears to conflict to the best of our knowledge with the best interest of LHS. Any involvement with a current or potential LHS vendor, grantee, or competing organization may violate this code and should be discussed with the LHS CEO, who, in turn, will bring such matters to the Board Chair as appropriate.
- Refrain from participating in any policy or funding discussion (without prior approval of the Board Chair) or influencing any decision or other action of LHS that could result in a direct or indirect benefit to his or her family or any organization with which he or she is substantially affiliated.
- As Staff and Board will disclose significant business and/or familial relationships with other members of the Staff or Board.
- Will recuse himself or herself in the case of a conflict of interest and will not vote on such matters.

Organization	Address	Phone	Position with organization	Self or partner
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The above listed vendors, grantees or organizations are the only ones with which I or my immediate family have, to the best of my knowledge, any relationship which may result in a Conflict of Interest to LHS. If during the course of the year represented by this disclosure an additional potential conflict arises, I will notify LHS.

Print Name

Signature

Date

Document Revisions

Revision	Item	Responsible Party	Effective Date
1	Initiating SOP	L. Smokowski	1/12/12
2	Add line to print name	L. Smokowski	9/11/15
3	Change titles for Board Chair and CEO	L. Smokowski	3/29/17