

## ANNUAL DISCLOSURE CERTIFICATION

**CHAPTER NAME is committed to sustaining an ethical work place free of conflicts of interest and perceived conflicts of interest.**

**CHAPTER NAME** requires that its Board members and employees recognize and avoid activities or investments which involve, might appear to involve, or could result in a potential conflict of interest. In order to ensure that all conflicts of interest, potential conflicts of interest and perceived conflicts of interest are properly addressed, all Board members and employees are required annually to complete a Disclosure Certification. New employees are also required to complete a Disclosure Certification when they join **CHAPTER NAME**.

The purpose of this Disclosure Certification is to enable the self-identification of conflicts and potential conflicts. A conflict of interest exists when an individual's activities or interests interfere with, influence, or have the potential to interfere with or influence his or her responsibilities on behalf of **CHAPTER NAME** or undermine the interests of **CHAPTER NAME**.

Examples of potential conflicts of interest are listed below. If you are unsure whether a specific activity creates a conflict of interest or perceived conflict of interest, it is better to disclose it. For purposes of this disclosure process, "family member" includes spouse, child, stepchild, parent, sibling, domestic partner, parent of spouse/domestic partner and sibling and child of domestic partner.

Potential conflicts of interest that should be disclosed, include, but are not limited to:

- You or a family member, own a business, maintain a second job or provide goods or services. The business outside **CHAPTER NAME** that you are involved with provides goods or services to **CHAPTER NAME**.
- You or a family member acts as an agent, representative, or consultant to a business whose interests may conflict with the interests of **CHAPTER NAME**.
- You or your family members have substantial personal or family financial interests in a potential or actual supplier. (1% of issued and outstanding securities of corporations whose securities are traded publicly.) Ownership of mutual funds is excluded from disclosure.
- You accept discounts, gifts or gratuities valued at more than \$100.00 from an entity doing business with **CHAPTER NAME** or an entity seeking business with **CHAPTER NAME**.
- You award **CHAPTER NAME** business to, or provide favorable treatment to, a business owned or controlled by a volunteer, family member or personal friend.

The disclosure of a conflict or potential conflict will not necessarily prohibit involvement in the disclosed activity or with **CHAPTER NAME**. Rather, each disclosure will be reviewed individually by the Executive Committee and the Executive Director. Actions may be

recommended to protect the individual and **CHAPTER NAME** from conflicts. These actions may include limitation of involvement, separation from certain **CHAPTER NAME** activities or requests to cease the activity in question. All follow-up will be discussed with the individual Board member or employee directly. If necessary, managers will also be included in the discussion.

## **INSTRUCTIONS:**

This Annual Disclosure Form must be completed each year, with the original delivered to the Chief Financial Officer and a copy provided to the Executive Director.

All managers and supervisors must:

1. Ensure that all of their reports have completed the annual disclosure process
2. Review all disclosure forms received and advise the Executive Committee or Executive Director of any additional relevant information that has not been disclosed

All Disclosure Forms must be provided by no later than **June 30<sup>th</sup>** each year.

**Completion of this Disclosure Certification and disclosure of any relevant activities or interests on the attached “Outside Interests or Activities Disclosure” is required to ensure that business decisions made on behalf of CHAPTER NAME are protected from potential outside influence. Individuals who do not complete this form, disclose conflicts, or provide false or misleading information, will be subject to disciplinary measures, which may include termination of employment or expulsion from the board.**

**SHOULD A POTENTIAL CONFLICT ARISE DURING THE YEAR, YOU ARE EXPECTED TO UPDATE THIS FORM AND SUBMIT IT TO THE PRESIDENT OF THE BOARD OR EXECUTIVE DIRECTOR.**

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BY SIGNING BELOW, I HEREBY CERTIFY THAT:

1. I have reviewed **CHAPTER NAME** Code of Conduct and agree to abide by its requirements.
2. \_\_\_\_\_ I do not have, nor do I presently anticipate, any potential conflicts described above and understand my obligation to immediately disclose when a potential conflict occurs.

**OR**

1. I have reviewed **CHAPTER NAME** Code of Conduct and agree to abide by its requirements.
2. \_\_\_\_\_ I have a potential outside interest conflict and have completed the attached disclosure for review.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type name here: \_\_\_\_\_