

# Birdhouse Neighborhood Center

## Conflict of Interest Policy

### **Purpose**

This policy aims to ensure that all volunteers, employees, contractors, and vendors (“parties”) associated with the Birdhouse Neighborhood Center (“the Birdhouse”) comply by disclosing conflicts of interest that may arise during their work.

### **Authority**

The Birdhouse Neighborhood Center Committee enforces this policy and takes necessary action to prevent and respond to violations.

### **Conflicts of Interest**

Parties must disclose any potential conflicts of interest in writing to the Birdhouse Neighborhood Center Committee or its designated staff.

A conflict of interest occurs when an individual's personal interests and/or benefits – family, friendships, financial, or social factors – could compromise their judgment, decisions, or actions in the organization.

### **Review and Monitoring**

The Birdhouse Neighborhood Center Committee will review all disclosed conflicts of interest and determine the appropriate resolution.

Should the person disclosing the conflict of interest be a member of the Birdhouse Neighborhood Center Committee, the disclosing person must recuse themselves from reviewing and determining resolution regarding the conflict of interest.