



## **OZARK OPPORTUNITIES, INC.**

701 E. PROSPECT • P.O. BOX 1400 • HARRISON, ARKANSAS 72602 • (870) 741-9406 • FAX: (870) 741-0924

# **CONFLICT OF INTEREST POLICY AND AGREEMENT**

It is important for Board of Directors and Head Start Policy Council members to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of their duties and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with the agency (and programs) should be expected to have, multiple interests and affiliations and various positions of responsibility within the community. In these situations, a person will sometimes owe identical duties of loyalty to two or more organizations.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of the agency's (including the Head Start Program) obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. The long range best interests of the program; however, do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Therefore, because Board of Directors and Policy Council Members may be involved with other organizations or may themselves have business dealings or affiliations with the program, the following general principles have been established:

1. Each member of the governing body has a duty of loyalty to the agency. The duty of loyalty generally requires a member prefer the interests of the agency over their interest or the interests of others. In addition, member should avoid acts of "self-dealing" which may adversely affect the tax-exempt status of the program or agency or thereby cause there to arise any sanction or penalty by a governmental authority.
2. In the event any member, or member of his or her family has a personal or business interest in, or is involved in any way with, an organization with whom the Policy Council or Board of Directors is considering a grant request or business contract, such interest or involvement shall be disclosed.

In such event, the interested member shall neither vote nor participate in the discussion of the matter. The interested member shall be excused from the actual discussion and presence of that portion of the meeting when the matter giving rise to the apparent conflict is discussed. Any member who is excluded from voting or presence pursuant to this policy; however, may answer pertinent questions of other members and be present when the interested members' knowledge regarding the matter will assist the discussion.

3. The minutes of the meeting shall indicate that the interested member disclosed the interest or involvement in the matter being considered, recused herself/himself from the discussion, and abstained from voting on the matter.

**I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY AND AGREEMENT, I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

*This agency is in compliance with Titles VI and VII Civil Rights Act  
"Equal Opportunity Employer"  
[www.ozarkopp.org](http://www.ozarkopp.org)*