

## **PIHRA Conflict-of-Interest Policy for Officers, Board Members and Committee Members**

- I. Each officer, board member, and committee member has a duty to place the interest of PIHRA<sup>1</sup> foremost in any dealings with PIHRA and has a continuing responsibility to comply with the requirements of this policy.
- II. Officers, board members or committee members may not obtain for themselves, their relatives, or their friends a material benefit of any kind from their association with PIHRA unless the material benefit has been disclosed in writing and has been approved by the Ethics Committee or the Board of Directors.
- III. If an officer, board member or committee member has an interest in a proposed transaction with PIHRA in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full written disclosure of such interest before any discussion or negotiation of such transaction. The Ethics Committee or Board of Directors must approve the discussion or negotiation of any transaction where an officer, board member or committee member has an apparent or actual conflict of interest.
- IV. Any officer, board member or committee member who has a potential conflict of interest with respect to any matter coming before the board or a committee shall not be present for any discussion of or vote in connection with the matter.
- V. To implement this policy, officers, board members and committee members of the organization will submit an annual Conflict of Interest Questionnaire and, if not previously disclosed in writing, will make a full disclosure before any relevant board or committee action. These reports will be reviewed by the Ethics Committee, which will attempt to resolve any actual or potential conflict(s) and, in the absence of resolution, refer the matter to the Board of Directors.

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<sup>1</sup>PIHRA is the entire PIHRA organization including its central office and the chapters.

## Conflict-of-Interest Questionnaire for Officers, Board Members and Committee Members

Please answer all questions. If the answer is "Yes," please explain. An affirmative response does not necessarily imply that the relationship is improper or that it should be terminated.

1. Have you or any related party† had any material interest, direct or indirect, in any transaction in the past 18 months to which PIHRA \* was or is to be a party?

Yes  No

If the answer is "yes," the Ethics Committee or the Board may require written disclosure of the material interest.

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2. Do you or any related party† have any material interest, direct or indirect, in any pending or incomplete transaction to which PIHRA\* is or is to be a party?

Yes  No

If the answer is "yes," the Ethics Committee or the Board may require written disclosure of the material interest.

3. In the last 18 months, have you or any related party† been indebted to PIHRA\*? Please exclude amounts due for ordinary travel and expense advances and for outstanding pledges. If the answer is "yes," indicate the type of indebtedness and the amount.

Yes  No

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The answers to the foregoing questions are accurately stated to the best of my knowledge and belief.

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Date

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Board Member Name

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Board Member Signature

† "Related party" is defined as members of your immediate family, which includes your spouse, minor children, and all other dependents; estates, trusts, and partnerships in which you or your immediate family has a present or vested future beneficial interest; and a corporation or entity in which you or your immediate family is a beneficial owner of more than five percent of the voting interests.

\* PIHRA is the entire PIHRA organization including its central office and the chapters.