



Board of Directors Conflict of Interest

Purpose

This policy is intended to cover many situations in which an employee, volunteer, board member or other affiliated individual may seek personal gain for him/herself or others by use of his/her influence, or knowledge of the AMPUTEE COALITION or its plans. It would include, but not be limited to appropriation of business opportunities, sales to the AMPUTEE COALITION and other similar matters.

As used in this policy, investment would mean an investment sufficiently large so that the investor might be influenced in favor of the organization in which he had an investment (rule of thumb 5 %).

Business Interests

1. No director or employee in a position to influence purchases shall have material financial interest in the success of any supplier or in any company or firm seeking to sell its products or services to the Amputee Coalition of America (AMPUTEE COALITION).
2. No employee shall use his/ her position with the AMPUTEE COALITION or his/her knowledge of the organization or its plans for personal profit for self, family, friends, or any outside interests with which he/she may be affiliated or in which he/she may have an investment.

Examples of situations that may be considered conflicts of interest include, but are not limited to, the following:

- (a) Owning (directly or indirectly, such as through a family member) a material financial interest in an entity which is doing or seeking to do business with the AMPUTEE COALITION, except when such interest consists of ownership of widely held and traded securities in corporations.
- (b) Using his/her position with the AMPUTEE COALITION or his/her knowledge of the AMPUTEE COALITION or AMPUTEE COALITION's plans for personal profit for him/herself, his/her family, his/her friends or any outside interests with which he/she may be affiliated or in which he/she may have an investment.
- (c) Performing any services, either as an officer, director, employee or consultant for another person or entity which is doing or seeking to do business with the AMPUTEE COALITION.
- (d) Taking any position with another nonprofit or governmental agency which could lead to a conflict of interest between his/her loyalty to the AMPUTEE COALITION and his/her responsibility with regard to such other nonprofit or governmental agency.
- (e) Accepting, directly or indirectly, any gift of more than nominal value, any loans, services, payment, entertainment, vacation, pleasure trip, or unusual favors from any person or entity which is doing or seeking to do business with the AMPUTEE COALITION.

A business interest is not necessarily a conflict of interest. A person who has a business interest may have a conflict only if the appropriate board ("Board") (or committee thereof) decides that a conflict of interest exists.

Improper Payments

1. No gift, unusual consideration, special payment or favor shall be offered or given directly or indirectly, by an officer, employee, volunteer or representative of the AMPUTEE COALITION to any officer, employee or agent of any supplier for the purpose of procuring, on behalf of the AMPUTEE COALITION, any supplies, services, equipment or other property.
2. No gift, unusual consideration, special payment or favor shall be offered or made by any officer, employee, volunteer or representative of the AMPUTEE COALITION to any governmental officer, agent or employee, directly or indirectly, for the purpose of obtaining any unlawful, special or regular services or favorable treatment from such governmental officer, agent or employee or any agency represented by them.
3. No officer, employee or representative of the AMPUTEE COALITION shall make gifts or money, property, services or special favors to any legislator, judge or other governmental official, employee or agency for the purpose of influencing the enactment of any legislation, the adoption or elimination of any regulation or finding of any court or modification of any law, regulation or ruling.

Administration

1. Each employee, Board member, volunteer or affiliate of the AMPUTEE COALITION shall read and sign the foregoing policy and sign the attached **Conflict of Interest Statement**. The signed copy shall be reviewed by senior management and kept on file in the AMPUTEE COALITION office. In addition, because of the sensitive nature of the matters covered by these policies, each management employee and each officer shall be required to review these policies at least once a year and to agree to be bound by them.
2. Each officer or manager of the AMPUTEE COALITION shall be responsible for seeing that these policies are observed within his/her area of responsibility.

Procedures for Addressing Conflicts of Interest

After any member's disclosure of the possible conflict of interest, he/she shall leave the Board or committee meeting while the determination of a conflict is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists. If in the opinion of the Board or its committee the conflict does not exist, the Board member may be asked to rejoin the discussion and to vote on the matter previously determined to not constitute a conflict of interest.

Any member of the AMPUTEE COALITION Board having a possible conflict of interest shall not vote nor use his/her personal influence on determining whether the AMPUTEE COALITION should undertake the matter which causes the member to have a conflict of interest.

Transactions with parties with whom a conflict of interest exists may be undertaken only if all or the following are observed:

- The conflict of interest is fully disclosed.
- The person with a conflict of interest is excluded from the discussion and approval of such transaction, except such person may make a presentation or answer initial questions concerning the proposed transaction, before any vote of the Board (or duly constituted committee thereof) on whether to proceed with such transaction is undertaken.
- After exercising due diligence, the Board (or duly constituted committee thereof) determines whether AMPUTEE COALITION can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board (or duly constituted committee thereof) has determined by a majority vote of the disinterested directors that the transaction or arrangement is in AMPUTEE COALITION's best interest, for its own benefit, and fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If after hearing the response of the member and making such further investigation as may be warranted, the Board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

I have read the foregoing conflict of interest policy and as a result wish to report the following:

1. I do not directly or indirectly have a material financial interest (greater than 5 %) in any firm doing business with the AMPUTEE COALITION, except as follows (if none, state none):

2. To the best of my knowledge, neither I nor my family (immediate family, parents and in-laws) have received any profit or gain from my position with the AMPUTEE COALITION, except as follows, (if none, state none):

3. I am not an officer or employee of any organization or business with which the AMPUTEE COALITION obtains goods or services, except as follows (if none, state none):

4. I have not received any gifts, special payments or favors greater than of nominal value from any organization providing goods or services to the AMPUTEE COALITION, except as follows (if none, state none):

5. No gift, special payment, or favor was offered or made by myself to any individual, directly or indirectly for the purpose of obtaining any unlawful, special, or irregular services or favorable treatment from any supplier, governmental officer, agent or any agency represented by them, or any legislator, judge, etc., except as follows (if none, state none):

6. No situation exists, not already covered above, that might be perceived or interpreted to present a conflict of interest, improper payment, or to raise any question of improper conduct, except as follows (if none, state none):

I understand that the above statement will be reviewed by the Executive Board.
Any actual/potential conflicts disclosed will be evaluated and disposition thereof indicated to the minutes of the Board of Directors at least annually.

Signature

Title

Printed Name

Date