

Concerned Citizens of Woodberry Association, Incorporated
Woodberry Community Association
Conflict of Interest Policy

Adopted on April 2, 2018

All board members, officers, and other decision-makers (Agents) of Concerned Citizens of Woodberry Association, Incorporated (Woodberry) must carefully avoid conflicts of interest between the interests of Woodberry on one hand, and personal, professional, and business interests on the other hand. This includes avoiding actual and potential conflicts of interest as well as perceptions of conflicts of interest.

Agents must act for the benefit of Woodberry when acting in their official capacity for Woodberry. This means that Agents must put Woodberry's interests ahead of their own personal, professional, and business interests.

To that end, in the course of meetings or activities:

1. Agents must disclose any interests in a transaction or decision where the Agent or his or her family, significant other, employer, or close associates will receive a benefit or gain.
2. Said Agent must leave the room during the discussion and exclude themselves from the vote on the question.
3. The board will not count said Agent's participation toward the quorum for voting purposes.
4. The board will keep a record of the above steps and include that information in the meeting minutes.

Additionally, Agents shall not accept gifts (including cash, dining, entertainment, travel, etc.) from persons or entities with potential or actual relationships with Woodberry, excluding insignificant gifts that are within the range of acceptable business courtesies.

The purposes of this policy are to protect the integrity of Woodberry's decision-making process, to enable Woodberry constituencies to have confidence in Woodberry's integrity, and to protect the integrity and reputations of Woodberry's board members, officers, and other decision-makers.

Woodberry expects Agents to use good judgment in complying with this policy.

I agree to respect the spirit of this policy and to abide by the procedures outlined therein.

Signature

Printed Name

Date