**SPARC Conflict of Interest**

**Statement and Declaration Procedure**

SPARC Council requires that all employees and Board members complete and annually update a Conflict of Interest Declaration as a method of disclosing and ethically resolving potential conflicts if interest.

Possible conflicts of interest situations may exist when an employee or Board Member has an outside personal economic interest that has the potential of being at variance with the best interests of the SPARC Council. Even though such interests may result in no financial detriment to the organization, they may nevertheless, influence or impair the exercise of independent judgment by the individual involved.

Without attempting to cover all possible relationships, conflicts of interest may arise under these types of situations with the organizations vendors, competitors, donors or customers.

1. Acting in the capacity of a director, officer, sole proprietor, partner, employee of or paid consultant or advisor to any vendor, competitor, donor or customer.
2. Having a substantial financial interest in any firm that does business with SPARC Council.
3. Engaging in any conduct that is competitive or damaging to SPARC Council.
4. Accepting loans, advances or excessive gifts or entertainment from any organization that does business with SPARC Council.

Should any transaction or act of an employee or Board Member constitute a possible conflict of interest, the individual is required to disclose all of the relevant facts for consideration to determine whether a conflict of interest actually exists, and if so, the manner in which it should be resolved.

All employees and Board members are required to complete and sign a Conflict of Interest Declaration upon assuming their SPARC Council responsibilities and annually thereafter, which shall be retained in local personnel files. Compliance questions pertaining to the Coordinator should be referred to the Board Officers. Compliance questions regarding the Board Officers should be referred to the Coordinator.

**Conflict of Interest Declaration Form**

According to the Conflict of Interest Statement of SPARC Council, a copy which has been provided to me, I declare that I:

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| --- | --- |
|  | **do not** have any affiliations, interests, or situations that constitute a potential conflict of interest. |
|  |
|  | **do have** affiliations, interests, or situations that, when considered in conjunction with my position or relationship with SPARC Council, might possibly constitute a conflict of interest. (Please specify below.) |
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I agree to report to the Director or a Board Officer any situation that may develop before completion of my next annual declaration.

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| Signed: |  |
| Name/Title (printed): |  |
| Date: |  |

Five-Year Confirmation:

|  |  |
| --- | --- |
| 2016-17 |  |
| 2017-18 |  |
| 2018-19 |  |
| 2019-20 |  |
| 2020-21 |  |