

**Old Chatham Monthly Meeting of the Religious Society of Friends, Inc.**

**POLICY REGARDING CONFLICTS OF INTEREST  
AND DISCLOSURE OF RELATED ACTIVITIES**

The Trustees of Old Chatham Monthly Meeting owe to the Corporation a duty of loyalty that is uncompromised by conflicts of interest. Members of the Board are expected to act at all times in the best interests of Old Chatham Monthly Meeting.

A conflict of interest exists when an individual (or member of the individual's immediate family) stands to gain an outside advantage as a result of the individual(s) being a director or employee. A conflict of interest also exists if the individual's outside activities are such that they may have an adverse impact on Old Chatham Monthly Meeting.

This policy requires disclosure of involvement of individuals or members of their immediate families in conflicts of interest, or potential conflicts of interest. The policy is designed to avoid both actual impropriety and the appearance of impropriety.

**Guiding principles**

Individuals shall not solicit or accept any material benefit or gift of value that would suggest, create, or could reasonably be perceived to be an inducement to influence a decision or action relating to Old Chatham Monthly Meeting, or create an obligation to do so.

Individuals shall not use their positions, or knowledge gained from their positions, in such a way that a conflict could arise between the interest of Old Chatham Monthly Meeting and that of another entity in which that individual has an interest.

Individuals having conflicts of interest or potential conflicts of interest shall disclose the conflicts, shall abstain from discussion of matters relating to the conflict at board or committee meetings, and shall not use their personal influence in any decision regarding the matters relating to the conflict. The minutes of any such meeting shall reflect the disclosure that was made and the abstention from discussion.

**Disclosure requirements**

Each Trustee shall submit a written survey form annually, disclosing the Trustee's real, potential or perceived conflicts of interest, if any.

Such Trustees shall also make interim written disclosure of any such conflicts they become aware of during the year.

Approved by the Trustees of Old Chatham Monthly Meeting on \_\_\_\_\_.

**TRUSTEES OF OLD CHATHAM MONTHLY MEETING**  
**Annual Conflicts of Interest and Disclosure of Related Activities Statement**

Name: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

The purpose of this survey is to disclose interests or affiliations you or members of your immediate family may have which, when considered in the light of your relationship with Old Chatham Monthly Meeting, may create a conflict of interest.

Conflicts of interest can result from a combination of completely innocent circumstances. Our goal is to avoid both the appearance of impropriety and actual impropriety. Disclosure is preferable to nondisclosure in situations where there is any doubt. You may exclude affiliations through which, by reason of geographical location or line of business, no conflicts of interest could arise with Old Chatham Monthly Meeting.

The questions set forth below have been prepared to help the Trustees of Old Chatham Monthly Meeting identify matters which might create, or be thought to create, conflicts of interest for directors, or their immediate families, in carrying out their responsibilities to Old Chatham Monthly Meeting. Please attach additional information for situations not specifically covered by the questions. To facilitate compliance with the continuing obligation to disclose related activities or potential conflicts which may arise in between completion of the annual Conflicts of Interest and Disclosure of Related Activities Statement, a sample disclosure letter is attached.

1. Do you or any member of your immediate family have any interest as owner, partner, employee, director, trustee, officer, shareholder, member, debtor, creditor, or otherwise in any company which conducts, or is likely to conduct, business with Old Chatham Monthly Meeting?

**No**

**Yes**

If yes, please explain:

2. Do you or any member of your immediate family have any interest as owner, partner, employee, director, trustee, officer, shareholder, member, debtor, creditor, or otherwise in any company which competes, or is likely to compete, in any manner with Old Chatham Monthly Meeting?

**No**

**Yes**

If yes, please explain:

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3. Are you aware of any relationships, contracts, or other matters pertaining to you or any member of your immediate family which would influence or affect your fiduciary duty to protect and conserve the interests and assets of Old Chatham Monthly Meeting?

**No**

**Yes**

If yes, please explain:

4. Are you or any member of your immediate family involved in any outside activities which, when considered in conjunction with their position or relationship to Old Chatham Monthly Meeting, might represent or be perceived as a conflict of interest?

**No**

**Yes**

If yes, please explain:

5. Please describe below the nature and extent of any other conflicts of interest or perceived conflicts of interest which you or your immediate family may have in connection with your service to Old Chatham Monthly Meeting. If none, please so state.

I hereby acknowledge that I have read and accept the Conflicts of Interest and Disclosure of Related Activities Policy of Old Chatham Monthly Meeting and have fully disclosed any activities or affiliations that might be perceived as conflicts of interest. I further agree to report to the Trustees and Clerk of Old Chatham Monthly Meeting any further situation which may develop that might constitute a conflict of interest.

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Signature

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Date

**Sample of Conflicts of Interest and Disclosure of Related Activities Letter**

TO: Old Chatham Monthly Meeting

DATE: \_\_\_\_\_

Dear Clerk of Old Chatham Monthly Meeting,

The purpose of this letter is to inform the Trustees and the Clerk of Old Chatham Monthly Meeting that I may be engaged in an activity that relates to Old Chatham Monthly Meeting and could be perceived as a conflict of interest. [Describe activity, including the entity involved; subject matter of conflict, program, or publication; and relevant dates.]

This disclosure is made pursuant to the Trustees of Old Chatham Monthly Meeting Conflicts of Interest and Disclosure of Related Activities Policy.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name