

# ECOHEALTH ALLIANCE

## Conflict of Interest Policy

In accord with ARTICLE VI of the bylaws of EcoHealth Alliance, each member of the Board of Directors as well as employees designated as Senior Staff, are required to disclose all circumstances that may in fact be, or may appear to be, a conflict of interest.

A periodic survey of Conflict of Interest disclosures is a requirement of the Internal Revenue Service for completing Form 990 and various grant applications and is designed to ensure the public that EcoHealth Alliance is managed with the highest levels of integrity, transparency and accountability.

- a. All board members and senior staff are asked to review the applicable section of the bylaws and to acknowledge in writing below that he or she has done so.
- b. Each member of the Board of EcoHealth Alliance shall complete a disclosure form identifying any relationships, positions or circumstances in which they are party to that could contribute to a Conflict of Interest every year, unless a conflict should arise prior to that time. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to EcoHealth Alliance.
- c. Annually, each member of senior staff, shall complete a disclosure form identifying any relationships, positions or circumstances in which they are party to that could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to EcoHealth Alliance.
- d. Any such information regarding the business or professional interests of a Board member, or Senior Staff, or a family member thereof, shall be treated as confidential and shall be made available only to the Board Chair, the President, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- e. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and incorporated into the bylaws of EcoHealth Alliance.
- f. Board members and Senior Staff who do not have a conflict of interest are required to inform the Chief Financial Officer of any change in circumstances that may result in a conflict of interest.

## **ARTICLE VI. CONFLICT OF INTEREST**

Section 35. A conflict of interest may exist when the interests or concerns of any director, officer or staff member, or such person's immediate family, or any party, group or organization to which said person has allegiance, may be seen as competing with the interests or concerns of the corporation. Any possible conflict of interest shall immediately be disclosed to the board of directors by the person concerned (the "interested person"). Directors and officers shall inform the board of directors of their substantial involvement with other conservation organizations, such as membership on a board or position as an officer; however, such membership or position alone shall not in and of itself be deemed to constitute a conflict of interest.

Section 36. When any such conflict of interest is relevant to a matter requiring action by the board of directors, the interested person shall call such conflict to the attention of the board of directors (or its committee) and shall not vote on such matter. If the chairman of the board of directors (or its committee) becomes aware of a potential conflict of interest, he or she may call such potential conflict to the attention of the board of directors (or its committee). The interested person shall provide the board of directors (or its committee) with any and all relevant information regarding the conflict and shall retire from the room in which the board of directors (or its committee) is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. The minutes of the meeting of the board of directors (or its committee) shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board of directors (or its committee), excluding the potentially interested person.

Section 37. A conflict of interest disclosure statement shall be furnished annually to each director, officer and staff member who is presently serving the corporation, or who may hereafter become associated with the corporation; this conflict of interest policy shall be reviewed annually for the information and guidance of directors, officers and staff members, and any new directors, officers or staff members shall be advised of this policy and furnished a disclosure statement upon undertaking the duties of such office or employment.

## Conflict of Interest Policy Disclosure Form

**Please complete the form and return it to:**

**Chief Financial Officer  
EcoHealth Alliance  
520 Eighth Ave, Suite 1200  
New York, NY 10018**

Date: \_\_\_\_\_

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

Board member            —

Senior Staff              —

I have read Article VI of the Bylaws of EcoHealth Alliance regarding Conflict of Interest.

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following potential conflict of interest to report.

Please specify below other nonprofit and for-profit boards that you and your spouse sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own. Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between EcoHealth Alliance and your personal interests, financial or otherwise:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please attach an additional page if more space is needed to list conflicts.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest Policy of EcoHealth Alliance. I also understand that I am responsible to notify the Chief Financial Officer of any conflict of interest that may arise, or cease to exist, during my tenure on the board or as a member of Senior Staff.

Signature:

Date: \_\_\_\_\_