



PSLA Conflict of Interest Policy

Policy Statement:

PSLA members functioning as representatives and/or decision makers of PSLA should be knowledgeable about and avoid any actual, potential, or perceived conflict of interest.

Focus:

All PSLA members functioning as representatives and/or decision makers of PSLA including, but not limited to, elected or appointed PSLA Board of Directors, appointed chairs, and representatives.

Purpose:

To educate all PSLA members in order to prevent an actual, potential, or perceived conflict of interest that may arise when representing PSLA or its interest. This awareness will preserve the credibility of the association and assure impartial decisions.

Supportive Data:

Definitions:

- PSLA Leader: All PSLA members functioning as representatives and/or decision makers of PSLA including, but not limited to, elected or appointed PSLA Board of Directors, appointed chairs, and representatives.
- Conflict of Interest: external actions and/or ties that may bias, or may appear to bias, a person's judgment in performing their role as PSLA Leader.

Procedure:

1. A copy of this policy will be provided to all PSLA leaders officially representing PSLA.
2. If questions arise, an opportunity for clarification will be arranged by the board of directors.
3. Each PSLA leader will sign a statement that says: "I, [name], have read the conflict of interest policy and understand it. I have had the opportunity to ask questions. I agree to abide by this policy resigning my position or canceling the activity that is causing the conflict."
4. The awareness of any actual, potential, or perceived conflict of interest is a continuing obligation of all members of PSLA who act as representatives of the association. Disclosure of any conflict is the responsibility of all members.
5. PSLA leaders will sign an PSLA Conflict of Interest Statement & Acknowledgment annually for the length of their involvement in PSLA. In the event circumstances do change, each member is responsible for disclosing their conflict to the PSLA Board of Directors, and filing an amended Conflict of Interest Statement & Acknowledgment.
6. Statements are maintained at PSLA Headquarters.

7. A copy of this policy shall be given to all PSLA Board members, committee chairs, and other key stakeholders upon commencement of such person's relationship with PSLA or at the official adoption of stated policy.
8. Each PSLA leader shall sign and date the policy at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the policy.
9. This policy and the PSLA Conflict of Interest Statement & Acknowledgment must be filed annually by all specified parties.

(Adopted, Board of Directors, October 29, 2016)

(Amended, Board of Directors, January 14, 2017)

PSLA Conflict of Interest Statement & Acknowledgment

As a leader or representative of PSLA I affirm that:

I will act in the best interest of PSLA regarding my fiduciary responsibility to the Association.

I will fully disclose any conflict of interest to the PSLA Board of Directors.

All voting members of the Board shall be residents of Pennsylvania or employed in Pennsylvania. All voting members of the Board are active or honorary members of the Association.

In the event of a conflict of interest, I will not discuss, vote, or otherwise be involved in consideration of the matter.

I agree not to take advantage of any corporate opportunity available to PSLA of which I become aware as a result of my position in the Association.

I agree to cooperate fully in the event of an investigation of a potential breach of this policy.

I, _____, have received and read the conflict of interest policy and understand it.

I have had the opportunity to ask questions. I agree to abide by this policy unless the activity in question has been approved by the PSLA Executive Committee. I agree to resign my position or cancel the activity that may cause an actual or perceived conflict of interest.

Signature: _____

Title/Position: _____

Date: _____