

**The Attic Youth Center
Conflict of Interest Policy**

The standard of behavior at The Attic Youth Center (The Attic) is that all staff and board members scrupulously avoid conflicts of interest between interests of The Attic on the one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interests.

The purposes of this policy are to protect the integrity of The Attic's decision-making process, to enable its constituencies to have confidence in The Attic's integrity, and to protect the integrity and reputations of staff and board members. Upon or before election, hiring, or appointment, each employee or board member will make a written disclosure, on the attached form, of interests, relationships, or holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually.

In the course of meetings or activities, each staff or board member will disclose any interests in a transaction or decision where that person (including his/her business or other nonprofit affiliations), his/her family and/or significant other, employer or close associates will receive a benefit or gain or otherwise has a pecuniary interest.

Employees and board members are required to review this policy annually and disclose any conflicts on an annual basis.