

Better Business Bureau of (bureau name here)
Conflict of Interest Policy

The most valuable assets of a Better Business Bureau are its integrity and neutrality. Any conflict of interest on the part of Bureau employees or the Bureau Board of Directors, whether real or perceived, can harm the Bureau's reputation.

To eliminate the existence or appearance of any conflict of interest, the following standard shall apply to all Bureau employees (including officers) and directors.

I. Definitions

A. "Association with a for-profit business" means:

1. Being employed by a for-profit business,
2. Serving as an officer or director of a for-profit business, or
3. Retaining a significant ownership interest in a for -profit business.

B. "Association with a not-for-profit organization" means serving as an officer or director of a not-for-profit organization.

II. Avoiding Actual or Perceived Conflict of Interest

Bureau employees and Bureau Directors shall avoid both the fact and appearance of a conflict of interest in any work or service performed by the Bureau.

III. Annual Disclosure by Bureau Employees

A. On an annual basis, all Bureau employees except for the Bureau CEO and officers shall disclose to the Bureau CEO:

1. any association with a for-profit business,
2. any association with a not-for-profit organization, and
3. any other financial, business or community relationship that may conflict with the work or service performed for the Bureau.

B. On an annual basis, the Bureau CEO and officers shall disclose to the Bureau board of directors:

1. any association with a for-profit business,
2. any association with a not-for-profit business,
3. any other financial, business or community relationship that may conflict with the work or service performed for the Bureau,
4. any association with a for-profit business by a spouse or immediate family member,
5. any association with a not-for -profit organization by a spouse or immediate family member, and
6. any other financial, business or community relationship of a spouse or immediate family members that may conflict with the work or service performed for the Bureau.

IV. Board Action After Annual Disclosure by Bureau Employees

A. When disclosure is made by an employee in accordance with Section III above, the Bureau board of directors must determine: (1) whether the disclosed association or relationship is, or is likely to be perceived by others as, incompatible with the mission or adversely affecting the image of the Better Business Bureau; and (2) whether any such incompatibility or adverse effect can be avoided by restricting the Bureau duties of the employee.

B. If the Bureau board of directors determine that a disclosed association or relationship is, or is likely to be perceived by others as, incompatible with the Bureau's mission or adversely affecting the Bureau's image, and also determines that such incompatibility or adverse effect cannot be avoided by restricting the Bureau duties of the employee, then the employee making the disclosure may not continue his or her employment with the Bureau unless the disclosed association or relationship is terminated.

C. If the Bureau board of directors determines that a disclosed association or relationship is, or is likely to be perceived by others as, incompatible with the Bureau's mission or adversely affecting the Bureau's image, and also determines that such incompatibility or adverse effect can be avoided by restricting the Bureau duties of the employee making the disclosure, the Bureau board shall set whatever restrictions it deems appropriate relating to the employee. This may include restricting the employee's participation in any Bureau report, review or action pertaining to: (1) a business/organization with which the employee is associated, (2) a competitor of the business/organization, or (3) the trade or industry of which the business/organization is a part.

Annual Disclosure by Bureau Directors

On an annual basis, all Bureau directors shall disclose to the Bureau board of directors any financial, business or community relationship that may conflict with the work or service performed for the Bureau.

VI. Restrictions Applicable to Bureau Directors

A. Bureau directors who are associated with a for-profit business or a not-for-profit organization shall not vote or use personal influence on any board action pertaining to the business/organization, or the trade or industry of which the business/organization is a part. The director may, however, participate in board discussions relating to such action by providing information known to the director and answering questions from other directors. The minutes of any board meeting relating to such board action shall clearly state that the director did not vote on the matter and shall describe the extent of the director's participation in any discussion.

B. In any one calendar year, the Bureau may purchase a substantial amount of goods or services from a business or not-for-profit organization that a director is associated with only if:

1. at least three competitive bids are obtained from other providers, if possible; and
2. the business/organization is not the lowest bidder, the Bureau board of directors or executive committee must be informed of the relationship between the Bureau director and the business/organization. The minutes of the board or executive committee should reflect this disclosure.

VII. Receipt of Gifts or Gratuities

Bureau employees and Bureau directors shall not accept more than nominal gifts, gratuities, or free services if:

A. The gift/gratuity/service is from a business/organization or person associated with a business/organization; and

B. The Bureau's operations (including reporting, philanthropic review, dispute settlement and development or implementation of standards) significantly affect the business/organization, or competitor of the business/organization or the trade or industry of which it is a part.

Signature: _____

Name: _____

Title: _____

Date: _____

