

Sample 1
XYZ American International School
CONFLICT OF INTEREST POLICY AND DISCLOSURE STATEMENT

The XYZ AIS requires that its Board members, members of Board Standing and Oversight Committees and staff avoid any conflict or appearance of conflict between their own interests and the interests of the School in dealing with all suppliers, contractors, and all other organizations or individuals doing or seeking to do business with the school.

A Board member, a member of a Board Committee, or staff member, who has any direct or indirect financial interest in the outcome of any transaction with the School, whether individually or through a company, shall disclose such interest to the Board President or, in the case of the President, the Vice President. The Board or Committee member shall not be eligible to vote on any motion or resolution or participate in discussions related to such interest.

In order to avoid the appearance of impropriety, under no circumstances shall Board members, members of Board Committees, or staff accept gifts from existing and prospective vendors, suppliers, or contractors.

The Administration shall seek approval from the Board for any purchases of supplies, equipment or services (such as those involving investment, insurance or finance) that are made from those companies where a member of the Board, member of a Board Committee, or staff works, or has proprietary or financial interest.

Declaration (check one):

- I confirm that neither I nor any of my relatives nor any business with which I am associated have any personal or business interest in or potential for personal gain from any of the organizations or projects linked to XYZ AIS. I also confirm that the disclosed information is correct and that no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform the Board President of any conflict or potential conflict of which I become aware immediately following any announcement by the Board or the Administration which may concern me. I also undertake to inform the Board President of any change in these circumstances, including – if an issue arises – during the course of my association with XYZ AIS as a Board Member, member of a Board Committee or staff.
- I confirm that I or my relative have a financial or other interest in the subject/matter of the work in which I will be involved, which may be considered as constituting a real, potential or apparent conflict of interest.

Type of interest, e.g. shares, employment, payment (including details on any work, etc.)	Name of entity	Relationship with the entity	Current interest? (or date ceased)

Name

Signature /Date