**Helena Lions Swim Team**

**#203**

**CONFLICT OF INTEREST POLICY**

**Purpose:** All Helena Lions Swim Team employees, volunteers and Board members shall scrupulously avoid conflict of interest between the interests of Helena Lions Swimming on 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 conflict of interest. Any Board Member perceived to have intentionally violated the conflict of interest proviso, or benefited personally through violation of the conflict of interest proviso might be subject to removal from office.

1. As HLST employees, volunteers and Board members we understand that the purpose of this policy is to protect the integrity of the organization’s decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers and Board members.
2. In the course of meetings or activities, we will disclose any interests in a decision or transaction where we, our families and/or significant others, employers or our business, or close associates will receive a benefit or gain. After disclosure we understand that we may be asked to leave the room for the discussion and will not be permitted to vote on the question.
3. For the transaction of business for Helena Lions Swimming this does not include the awarding of swim meets to a club or organization of which the volunteer or Board member is a member.
4. We understand that we must protect and maintain the confidentiality of business information, both documentary and electronically.
5. We understand that we may not accept gifts, gratuity or entertainment, or other favors, that could result in an actual, or perceived, conflict of interest.
6. We understand that all expenses incurred in the furtherance of HLST business are to be reasonable, necessary and substantiated.
7. The President will monitor proposed or ongoing transactions (such as contracts with vendors) for conflicts of interest and disclose them to the Board, as appropriate, whether discovered before or after the transaction.
8. HLST employees, volunteers and Board members will comply with all policies and procedures of the team.

Policy History:

Adopted on: 10/03/2013

Revised on: 03/08/2017

Revised on: