



Document Name:	Conflict of Interest Policy
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## 1.0 Purpose

Wasatch Charter School understands the importance of fairness and openness in the School’s business and employment transactions. The purpose of this policy is to protect the School and ensure fair and open dealings in connection with any transactions or arrangements that could benefit private interest of a board member or employee of the School.

## 2.0 Definition(s)

“Conflict of interest” exists when a board member or employee has a personal or professional interest that may affect his or her ability to put the best interest of the school first.

“Recusal” means a process whereby any board member, principal officer, or member of a committee with governing board delegated powers, is excused from participating in decisions.

## 3.0 Policy Content

Wasatch Waldorf Charter School Governing Board members have a specific responsibility to limit actual or perceived conflicts of interest, both financial and interpersonal. All potential conflicts of interest should be disclosed to the Governing Board in accordance with this policy so that they may be evaluated and taken into consideration prior to the election of a Board member.

### **3.1 Financial Conflicts of Interest**

If any person who is a Board Member of the school is aware that the school is about to enter into any business transaction directly or indirectly with himself, any member of her/his family, or any entity in which she/he has any legal, equitable or fiduciary interest or position, including without limitation as a trustee, officer, shareholder, partner, beneficiary or trustee; such person shall

- (a) immediately inform, in writing, those charged with approving the transaction on behalf of the school of her/his interest or position,
- (b) aid the persons charged with making the decision by disclosing any material facts within her/his knowledge that bear on the advisability of such transaction from the standpoint of the school,
- (c) not be entitled to vote on the decision to enter into such transaction, and
- (d) be absent from any meeting when the contract or transaction is being considered and determined.

In the best interest of the school, the governing board may not add board members that are employees of the school or are related to another actively serving Board member.

### **3.2 Non-Financial Conflicts of Interest**

All those serving as a board member, principal officer, or member of a committee with governing board delegated powers must make full disclosure of any potential interpersonal conflict of interest immediately upon selection to the board or committee. When a member of these bodies declares a potential interpersonal conflict of interest, the member should be excused from the discussion and a decision should be made by the rest of the board or committee to determine if that member should recuse himself/herself. The member will be notified of the decision.

The following are guidelines and principles for recusal that will normally prevail unless it is the view of the board or committee that there is compelling justification for the member not to

recuse himself/herself. The reason must be fully documented and agreed on by the other members of the committee.

- A member of the committee has a pecuniary interest in the employee or candidate.
- A member of the committee has a close personal relationship with the employee or candidate.
- A member of the committee had a non-trivial, actual, or perceived negative interaction with the employee or candidate.
- A member has a child in that employee's or candidate's class.

### **3.3 Non-Financial Conflicts of Interest Disclosure**

Each Board Member and employee of the school will be required to review this information and complete the Conflicts of Interest Form on an annual basis. (See appendix 5.1.)

## **4.0 Relevant Procedures, Guidelines & Restrictions**

## **5.0 Appendices**

### **5.1**

### **Conflict of Interest Annual Disclosure Statement**

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**Preliminary note:** In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These parties/persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;



- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are directly or indirectly a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR GOVERNING BOARD MEMBER (Please print):

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2. CAPACITY:

\_\_\_\_\_ GOVERNING BOARD member

\_\_\_\_\_ Wasatch Waldorf Charter School EMPLOYEE

3. Have you or any of your affiliated persons provided services or property to Wasatch Waldorf Charter School in the past year? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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- 4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which Wasatch Waldorf Charter School was or is a party?  YES  NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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- 5. Were you or any of your affiliated persons indebted to pay money to Wasatch Waldorf Charter School at any time in the past year (other than travel advances or the like)?  YES  NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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- 6. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from Wasatch Waldorf Charter School or as a result of your relationship with the school, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the school?  YES  NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:



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7. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Wasatch Waldorf Charter School?  YES  NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by school's GOVERNING BOARD in accordance with the terms and intent of school's conflict of interest policy?  YES  NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I CONFIRM that I have read and understand school's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is



inaccurate or that I have not complied with this policy, I will notify the GOVERNING BOARD President immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date