

## **Early Light Academy Conflict of Interest Policy**

### **PURPOSE**

The purpose of this policy is to ensure that the Board of Directors (the “Board”) of Early Light Academy (the “School”) and employees conduct themselves in a manner that avoids actual or apparent conflicts of interest. All business decisions must be made in the School’s best interest. A conflict of interest arises when the judgment of a Board member or employee is or may be influenced by considerations of improper personal gain or benefit to the individual or to another person.

### **POLICY**

It is the policy of Early Light Academy to recognize and respect the rights of its Board members and employees to engage in outside financial, business or other activities which they may deem proper and desirable PROVIDED that:

- (1) such outside activities are legal
- (2) such activities do not impair or interfere with the conscientious performance of School duties
- (3) such activities do not involve the misuse of the School’s influence, facilities or other resources
- (4) such activities do not discredit the good name and reputation of the School.

Accordingly, for all business relationships with outside individuals and organizations and for all personal business undertakings, all Board members and School employees should:

1. Avoid any interest in or relationship with an outside organization or individual having business dealings with the School if this interest or relationship might tend to impair the ability of the Board member or employee to serve the best interests of the School.

2. Not accept any loan, gift or favor from a supplier or customer or other source that has business relations with the School, except gifts or favors of nominal value or casual entertainment that meet all standards of ethical business conduct.

A Board member shall not have any direct or indirect pecuniary interest (as defined by law) in a contract with the School, nor shall he/she furnish directly any labor, equipment, or supplies to the school.

In the event that a Board member is employed by a corporation or business, or has a secondary interest in a corporation or business which furnishes goods or services to the School, the Board



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member shall declare his/her secondary interest and refrain from debating or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the School from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent the placing of Board members in a position where their interest in the School and their interest in their places of employment (or other direct or indirect interest) might conflict and to avoid appearances of conflict of interest even if such conflict may not exist.

A Board member may not, during the time the member serves on the Board, be appointed to any civil office or employment position which has been created or the compensation of which has been increased by the action of the Board during the time the member serves on the Board.

A member of the Board, spouse of a member of the Board, or immediate family member of a member of the Board may not be an employee of the School. Immediate family members are defined as: spouse, children, parents, siblings, in-laws, step-relatives, aunts, uncles, nieces, and nephews.

If a relative of a Board member, other than those prohibited above, is considered for employment in the School, the Board member must (a) disclose the relationship in writing to the other Board members and the Director, (b) submit the employment decision for the approval, by majority vote, of the Board, (c) abstain from voting on the issue, and (d) be absent from any meeting when the employment of the relative is being considered or determined.

Volunteer activities of a member of the Board or member's spouse, other than in roles that are prohibited by this section, may be prescribed by policies developed and approved by the Board.

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*Mia Prazen - ELA Board President*

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