

## **Conflict Of Interest Policy - Olympic Climate Action (OCA)**

Adopted by the Olympic Climate Action members at their meeting on this 13th day of October, 2022

1. OCA may seek to be represented on various boards, commissions, committees, and other groups. Members appointed to represent OCA on any such bodies will be confirmed by OCA and will report on their activities.
2. When serving in another group on behalf of OCA, members shall represent OCA's mission, objectives, positions, and best interests. (OCA positions can be found on our website under "Positions" and "Actions," and in our meeting notes.) They may express their personal views in these groups so long as they make clear that these are personal views only.
3. OCA members may serve in any other groups as individuals; when doing so, they may cite their roles within OCA for identification purposes only.
4. OCA directors and officers may not serve in a leadership position in another group whose mission may cause problems or confusion in the officer's responsibilities to OCA.
5. An OCA officer or member who feels they may have a potential conflict of interest should seek the advice of the board. A potential conflict of interest may exist under any of the following circumstances:
  - a. Where there is a conflict between OCA officer/director responsibilities and private or public employment, and there is an appearance that the officer/director is advancing their own interests by virtue of their position.
  - b. Where there is an interest, private or personal, direct or indirect, that is incompatible with the proper discharge of OCA officer/director responsibilities or that would impair independence of judgment.
  - c. Where a committee recommending an OCA policy has a majority of members who may be perceived as having a conflict of interest.
6. OCA officers, directors, and members must carefully weigh and disclose all circumstances in which there exists a potential conflict of interest with a decision to be made.
  - a. The person with the potential conflict may be asked to provide information and respond to questions pertaining to the issue.
  - b. Any director or member involved in the decision may ask the person with the potential conflict to stand aside and excuse themselves during the final decision.
  - c. If the person with the potential conflict objects to standing aside, the decision whether to exclude that member from the final decision shall be taken by the other directors or members present, using the decision-making process described in the Bylaws.
7. The conflict of interest policy shall be posted on OCA's website and reviewed with all incoming officers and directors.
8. When questions arise, it will be the responsibility of the board to resolve them.
9. This policy may be amended using the same procedure used to amend OCA's bylaws.