

## Congregation Beth Israel Conflict of Interest Policy

Administration of Conflict of Interest Policy: Each Staff member, Board member, Committee member and/or official representative of Congregation Beth Israel (herein referred to as 'Representative') shall be provided with a copy of this Policy at the time of appointment or employment. Congregation Beth Israel Representatives shall review and sign the Conflict of Interest/Ethics Policy each year.

New Congregation Beth Israel Representatives shall be instructed to sign Appendix 1 and any existing Congregation Beth Israel Representatives shall be instructed to sign Appendix 2 indicating whether or not there has been a change to the information in Appendix 1 for that year or otherwise.

The policy shall remain in effect and be applicable to all CBI representatives at all times regardless of the annual acknowledgement and disclosure requirements. All CBI representatives shall be subject to all modifications, amendments or changes to this policy.

- A. Congregation Beth Israel Representatives should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide Congregation Beth Israel fund raising-activities.
- B. No Congregation Beth Israel Representatives shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a financial interest in that purchase or contract:
  - 1. The Staff, Board, committee member and/or representative of Congregation Beth Israel
  - 2. Any member of their immediate family;
  - 3. Their partner;
  - 4. An organization/business in which any of the above is an officer, director or owner or employee;
  - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. Any possible conflict of interest shall be disclosed by the Congregation Beth Israel Representative concerned.
- D. When a conflict of interest is relevant to a matter requiring action by the Congregation Beth Israel Board, committee or task force, the interested person(s) shall call it to the attention of the other members and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Congregation Beth Israel Board of Directors, committee or task force, excluding the person(s) concerning whose situation the doubt has arisen. The staff, Board, committee member and/or synagogue representative may, however, make a presentation and answer questions regarding the matter, but shall abstain from final discussions and the vote.

If a member knows in advance of the potential for a "conflict of interest" it is requested that whenever possible the Staff, Board, committee member and/or representative of CBI notify the President or Committee Chair so that the interested person(s) involved with the 'conflict' shall be given advance notice.

- E. The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter as a "record of the conflict of interest".

### Congregation Beth Israel

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (ex. Board Member, Committee Member)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPENDIX 1

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF CONFLICT OF INTEREST POLICY  
AND REPORT OF CONFLICTS OF INTEREST**

I have received, read, and understand the Congregation Beth Israel's Conflict of Interest/Ethics Policy and I agree to comply with this policy. If any situation should arise in the future which I think may involve me in a conflict of interest or potential conflict of interest, I will promptly and fully, before any discussion or action is taken on the matter, disclose the circumstances to the Board of Directors as specified in the Policy.

Name: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that affirmative responses do not imply that relationships or transactions are necessarily inappropriate.*

1. Do you, or does a member of your family, domestic partner, or Other Person, have an ownership interest\*, or serve as a director, officer, partner, member, consultant or employee of, or have any compensation arrangement with, any organization/business which provides or expects to provide goods or services to Congregation Beth Israel? If your answer is 'yes', answer "a" – "e" below. If no such relationships exist, please write "None", and skip to Question #2.

\_\_\_\_\_

(a) Name and address of organization/business \_\_\_\_\_

\_\_\_\_\_

(b) Position held: \_\_\_\_\_

(c) Relationship to you \_\_\_\_\_

(d) Description of outside organization and nature of activities: \_\_\_\_\_

\_\_\_\_\_

(e) Identify existing or potential relationships between the outside organization/business and Congregation Beth Israel or any of their respective affiliates: \_\_\_\_\_

\_\_\_\_\_

2. Please describe any other potential conflict of interest of which you are aware:

\_\_\_\_\_

Signature of Individual Preparing Report

\_\_\_\_\_

Date

Please complete and return to the President or Secretary of the Board of Directors, or appropriate Committee Chair of Congregation Beth Israel.

\_\_\_\_\_

\* Ownership interest includes, among other things, more than 1% of the outstanding shares of a publicly traded company or 5% of the outstanding shares or comparable interest of a privately owned company or an ownership interest which produces a significant amount of income for or constitutes a significant part of the net worth of a Congregation Beth Israel representative or Congregation Beth Israel representative's family member, domestic partner or Other Person.

APPENDIX 2

**ANNUAL CONFLICT OF INTEREST UPDATE FORM**

If you have **no** change in information to disclose in the Report of Conflict of Interest Questionnaire, please sign and date the bottom of this form and return the form to the President or Secretary of the Board of Directors, or committee chair, of Congregation Beth Israel as instructed below. If you have a change in information to disclose, please complete questions 1 – 2 on Appendix 1, sign and date Appendix 1 and return to the President or Secretary of the Board of Directors, or appropriate committee chair, of Congregation Beth Israel.

Please review the Congregation Beth Israel’s Conflict of Interest Policy in order to determine if you have a conflict or potential conflict.

I have received, read, and understand the Congregation Beth Israel’s Conflict of Interest Policy and I agree to comply with the policy. I have reviewed Appendix 1 of the Policy and I currently have **no** change in information from the information I previously disclosed on Appendix 1. If I have information to disclose (or if I never completed Appendix 1), I have completed Appendix 1 which I am submitting with this Annual update form. If any situation should arise in the future which I think may involve me in a conflict of interest or potential conflict of interest, I will promptly and fully, before any discussion or action is taken on the matter, disclose the circumstances to the persons set forth in the Conflicts of Interest/Ethics Policy.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE COMPLETE AND RETURN TO THE PRESIDENT OR SECRETARY OF THE BOARD OF DIRECTORS, OR APPROPRIATE COMMITTEE CHAIR, OF CONGREGATION BETH ISRAEL.