



## BRADEN RIVER ELEMENTARY P.T.O.

### **BRE PTO Conflict of Interest**

The BRE PTO as a tax-exempt not-for-profit corporation, has a special obligation to uphold the public trust because of its charitable purposes and privileges, and is committed to acting with integrity and fairness in all of its operations. To this end, BRE PTO is committed to avoiding any potential conflicts of interest and any appearance of conflict of interest in all aspects of its operations.

It is the obligation of each BRE PTO Officer to disclose actual or potential conflicts of interest. Such disclosure includes affiliations with any organization with which BRE PTO does business. When such an affiliation exists, the individual should not participate in decision-making involving business transactions between BRE PTO and the organization.

This policy applies to the Officers and Committee Chairs of BRE PTO.

#### Disclosures

BRE PTO's Conflict of Interest Policy shall be provided to Officers and Committee Chairs, and any other persons holding positions of responsibility and trust on behalf of BRE PTO, before serving. These individuals shall agree to abide by the Policy. They also shall disclose their affiliations with vendors or other organizations with which BRE PTO does business by completing the attached Conflict of Interest Statement and Disclosure Form. BRE PTO requires officers to provide a written disclosure of affiliations both at the beginning of their first term and annually thereafter. In addition, Officers have a continuing obligation to disclose any actual or potential conflicts of interest whenever such situations arise during the year. Directors should submit disclosures in written form to the BRE PTO President, who will then call upon the BRE PTO Secretary to record the conflict in BRE PTO's public records.

#### Abstention

BRE PTO also requires Directors to abstain from decision-making on issues about which they have actual or potential conflicts of interest. Disclosure, participation, and abstention shall be recorded in the minutes of the meeting(s) at which such issues are discussed and decided.

I hereby acknowledge that I have read and understand BRE PTO's Conflict of Interest Policy and agree to abide by it.

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Date

Name (printed or typed)

Signature