



**HOUSTON ANIMAL
RESCUE TEAM**

HART CONFLICT OF INTEREST POLICY

Approved: July 10, 2014

SECTION 1. PURPOSE:

Houston Animal Rescue Team, HART is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of SRT as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between HART and its board, officers and volunteers a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and volunteers have the responsibility of administering the affairs of HART honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of HART. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their position with HART or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This Conflict of Interest policy statement is directed not only to directors and officers, but also to all volunteers who can influence the actions of HART. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has and/or maintains proprietary information concerning HART.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and volunteers with any of the following third parties:

1. Persons and firms supplying goods and services to HART.
2. Persons and firms from whom HART leases property and equipment.
3. Persons and firms with whom HART is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors supporting HART (whether individually or as part of an organization).
6. Agencies, organizations and associations which affect the operations of HART.
7. Family members, friends, and other volunteers.



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SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with HART.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with HART.
3. Receiving remuneration for services with respect to individual transactions involving HART.
4. Using HART's time, personnel, equipment, supplies, or good will for other than HART -approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with HART. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and volunteers will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of HART.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and volunteers to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.



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SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. Has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the entire board utilizing the Disclosure Statement below. The board, or a duly constituted committee thereof, shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to HART. The decision of the board, or a duly constituted committee thereof, on these matters will rest in their sole discretion, and their concern must be the welfare of HART and the advancement of its purpose. HART also requires as part of its Conflict of Interest Policy to abide by the Gift Policy and Disclosure Statement.