



**Ballou Alumni Association (BAA), Inc. • 3228 Pope Street, SE • Washington,
DC 20020**

Conflict of Interest Policy

The purposes of this policy are to protect the integrity of the Ballou Alumni Associations, Inc. (BAA) decision-making process, to enable our members to have confidence in its integrity, and to protect the integrity and reputations of board members, committee members, volunteers, and staff.

The standard of behavior at the Corporation is that all board members, committee members, volunteers, and staff scrupulously avoid conflicts of interest between the interests of the Association on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Upon or before election, hiring or appointment, a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest will be required. This written disclosure form will be kept on file and will be updated as appropriate.

In the course of meetings or activities, any interests in a transaction or decision where the board members, committee members, volunteers, and staff, his or her family and/or significant other, employer, or close associates will receive a benefit or gain must be disclosed. After disclosure, it is understood that the involved party will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed _____ Date _____