

**CHRISTIAN UNIFIED SCHOOLS of SAN DIEGO
(CUSSD)
CONFLICT OF INTEREST POLICY**

The purpose of this policy is to assist the organization in identifying, disclosing, and resolving potential conflicts of interest.

Scope

The following statement of policy applies to:

- each member of the Board Of Directors of CUSSD and
- All management and staff (hereinafter referred to as "Staff").

Fiduciary Responsibility

Members of the Board and Staff serve the organization and have a clear obligation to conduct all the affairs of the organization in an upright and honest manner. Each person should make necessary decisions using good judgment and Christ-like ethical and moral considerations, recognizing that "it is required that those who have been given a trust must prove faithful" (1 Corinthians 4:2).

All decisions of the Board and Staff of the organization are to be made solely on the basis of a desire to promote Jesus Christ through the organization and its ministry, in accordance with our statement of purpose.

Policy

Members of the Board and Staff agree to place the welfare of the organization above personal interests, interests of family members, or others that may be personally involved in substantial affairs affecting the organization's basic functions.

Specific Disclosure

Members of the Board and Staff shall fully disclose the precise nature of their interest or involvement when participating in any transaction for CUSSD in which another party to the transaction includes:

- 1) Themselves
- 2) A member of the family (spouse, parents, brothers, sisters, children, and any other immediate relatives), or;
- 3) An organization with which the member of the Board or the Staff, or his family, is affiliated.

Disclosure shall be made at the first knowledge of the transaction.

General Disclosure

Members of the Board and Staff shall disclose all relationships and business affiliations, which may now, or in the future, potentially conflict with the interests of the organization or bring personal gain to them or their family, or business. Disclosure must be made if any member of the Board or Staff or a member of his family:

- 1) Is an officer, director, trustee, partner, employee, or agent of an organization with which the organization has business dealings;
- 2) Is either the actual or beneficial owner of more than one percent (1%) of the voting stock or controlling interest of an organization with which the Organization has business dealings;
- 3) Is a consultant for such an organization, or;
- 4) Has any other direct or indirect dealings with an individual or organization from which he is

materially or intangibly benefited (e.g., through the receipt directly or indirectly of cash, gifts, favors, privileges, or other property or advantages).

Reporting of Disclosures

The Superintendent will handle all disclosures required by Staff; and all disclosures as they apply to members of the Board shall be referred to the Chairman of the Board.

Restraint on Participation

Members of the Board and Staff who have a conflict of interest in any matter shall refrain from participating in the consideration of the proposed transaction.

The person or persons involved will not vote on such matters. However, for special reasons, the Board may request information or interpretation from the person or persons involved.

Determination of Possible Conflict of Interest

Any individual who is uncertain about a conflict of interest in any matter shall disclose such possible conflict to the appropriate individual as noted above.

If a potential conflict of interest arises, the Board Member or Senior Management Staff is responsible for advising of such occurrence as soon as possible but not later than thirty (30) days after the occurrence. After receiving acknowledgment that the disclosure has been received, the member of the Board or Staff shall be entitled to act as though no conflict of interest exists unless he is notified otherwise by the Superintendent or the Board Chairman within one hundred and twenty (120) days of the disclosure.

Failure to Disclose

Each member of the Board and the Senior Management Staff is requested to comply with this Conflict of Interest policy. Such compliance is a requirement for continued affiliation or employment with the organization and, further; knowing failure to disclose a potential conflict of interest could result in disaffiliation or termination of employment. Acknowledgment of this conflict-of-interest statement is to be signed annually by all officers, board members, and senior management personnel of Christian Unified Schools.

Effective Date of Policy

This policy, once ratified by the Board of Directors, shall be effective immediately.

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CONFLICT OF INTEREST/RELATED PARTY QUESTIONNAIRE

Conflicts of Interest/Related Parties:

Means yourself, your spouse, family members, business interests, and/or associates. Conflicts of interest may arise when one party has the ability to significantly influence the management or operating policies of the other, to the extent that one of the transacting parties might be prevented from fully pursuing the interests of CUSSD rather than his/her own separate or related party interests.

Name: _____

Considering the period from July 1, 2020 to June 30, 2021:

	<u>Yes*</u>	<u>No</u>
1. I (or a related party of mine) hold, directly or indirectly, a position of financial interest in an outside concern from which CUSSD secures goods or services.	_____	_____
2. I (or a related party of mine) render directive, managerial, or consultative services to, or am an employee of, any outside concern that does business with CUSSD.	_____	_____
3. I have accepted gifts, or other benefits, from any outside concern that does, or is seeking to do business with CUSSD.	_____	_____
4. I have participated in management decisions concerning transactions that affect or benefit me, my family, or my personal financial interests (other than ordinary management decisions on employment matters such as compensation) in connection with CUSSD.	_____	_____
5. I (or a related party of mine) have been indebted to CUSSD at some time during the above stated period. If so, please note the nature, date, terms, and amount.	_____	_____
6. CUSSD has been indebted to me (or a related party of mine) at some time during the above stated period. If so, please note the nature, date, terms, and amount.	_____	_____

* Please provide further explanation of any "Yes" answers, and information on any related party transactions of which you are aware.

Signature: _____

Date: _____