



Conflict of Interest Policy

This policy provides the guidelines and reporting for conflicts of interest for the non-profit organization, The Veterans' Place, Inc.

- Members of the TVPI board of directors and staff are expected to operate according to high ethical standards. This includes recognizing that conflicts of interest exist, have the potential to inhibit the wisdom of particular decisions, and possibly damage the organization's reputation.
- Conflicts of interest exist where a person:
 1. Has, or is perceived to have, a personal, family or business interests that might benefit from a decision either in its making, or in the ability to influence those making it.
 2. Is involved with a competing or sister organization that may result in a divided loyalty in the context of making a decision
- TVPI recognizes that not all conflicts of interest are rooted in financial benefit.
- Examples of possible conflict of interest situations with respect to our Association include:
 1. A board member has a personal or business relationship with the Association as a supplier of goods or services or as a landlord or tenant.
 2. A staff member has a personal or financial relationship outside of the workplace with a client or supplier who they deal with directly as a representative of the Association.
 3. The Association is employing someone who is directly related to a board member.
 4. A major funder or donor has a position on the board even if it is a non-voting one.

Procedure:

- Conflicts of interest are unavoidable and should not prevent an individual from serving as a director or as staff member unless the extent of the interest is so significant that the potential for undue influence is present and in many situations.

Disclosure:

- Members of the board and staff have a duty to disclose any personal, family, or business interests or other community involvements, that may, in the eyes of another person, influence their judgment. Directors shall disclose conflicts of interest to the board; the managing director to the board, and staff members to the executive

director.

- Board members are expected to disclose potential conflicts, if anticipated, prior to their nomination or election. Otherwise they are obliged to disclose them when the circumstances arise. They should be disclosed to the board chair and/or to the whole board.
- The board itself may want to disclose specific director conflicts of interest to members, staff, funders and external stakeholders where that interest may, in their judgement, affect the reputation or credibility of the organization. Such disclosure may be made publicly not just in confidential communication.

Determination of Conflict:

- The board or managing director should assess the presence of a conflict of interest, or the perception of one, and determine what actions, if any, are appropriate to address the situation.

Stepping Out:

- Board members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. In such cases they may be asked to step out.

Recording:

- Minutes of board meetings should report the presence of a conflict of interest and, if disclosure is not a sufficient remedy, if a board member steps out in advance of the meeting or during the relevant discussion and decision.
- Staff conflicts of interest should be disclosed to the board, but it is up to the managing director to manage such situations.

Adopted by TVPI Board on September 18th, 2025

Signature:

A handwritten signature in black ink that reads "Lucas J. Herring". The signature is written in a cursive style with a large, stylized 'L' and 'H'.

Board President

August 21st, 2025