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Conflict of Interest Policy, FY 2016

The Board of Directors, Executive Director, all employees, and committee members, shall exercise the utmost good faith in all transactions relating to their duties at the New Mexico Association for the Education of Young Children. In their dealings with and on behalf of the NMAEYC, they shall be held to a strict rule of honest and fair dealing between themselves and the agency. They shall not use their positions, or knowledge gained, in such a way that a material conflict, real or apparent, would arise between the interest of the NMAEYC and that of the individual. Any actual or threatened violation of this prohibition should be promptly disclosed.

The Board of Directors, President, all employees and committee members shall not accept any material gifts, favors, or hospitality that might influence their decision making or compromise their judgment in actions affecting the NMAEYC as per the agency Code of Ethics and/or Personnel Policies. Any actual or threatened violation of this prohibition should be promptly disclosed.

Although positions of divided interest with potential conflict may exist from time to time, such instances shall not be permitted to influence adversely the welfare of the NMAEYC. Therefore, any persons subject to this policy shall promptly disclose for him/herself and members of his/her immediate family:

- (a) the existence of any actual or pending employment, appointment, activity, relationship or other position which may be of divided interest with the NMAEYC.
- (b) the existence of any actual or pending investment, contract, conveyance, purchase, sale or other transaction directly or indirectly involving or affecting such persons and which might involve a real or apparent material conflict with the interest of the NMAEYC.

The disclosures required by this policy shall be made to the NMAEYC Executive Director, or in the case of disclosure by the Executive Director to the President of the Board of Directors. Each year, all employees, the Executive Director and each member of the Board of Directors and committees shall complete and sign a conflict of interest statement. Signing this statement covers the period beginning July 1, 2015 and ends June 30, 2016.

Signature

PRINTED NAME

Date

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