华夏中文学校
HUAXIA CHINESE SCHOOL
New Jersey · New York · Pennsylvania · Connecticut

Huaxia Chinese School Conflict of Interest Policy

A strong conflict of interest policy is particularly important for a non-profit corporation. Members of the board of directors and the administration team shall act in the best interest of Huaxia Chinese School (HXCS), avoid conflicts of interest.

Conflicts of interest may arise when the interests of a member of the board of directors or the administration team of HXCS or his/her close relatives, friends or business contacts diverge from HXCS.

1. Definition of Conflict of Interest: A conflict of interest arises when a person's financial interests or personal relationships may compromise or appear to compromise their judgment or objectivity when making decisions on behalf of the organization.

Situations that may generate conflicts of interest can arise out of (but are not limited to):

1.1 Financial Interest: A person has a direct or indirect stake in an entity through business, investment, or family, that falls under any of the following categories: (a) ownership or investment interest in any entity involved in a transaction or arrangement with the Organization, (b) compensation arrangement with the Organization or any entity or individual involved in a transaction or arrangement with the Organization, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual that is negotiating a transaction or arrangement with the Organization. Compensation refers to both direct and indirect forms of payment, as well as non-insignificant gifts or favors.

A person who has a financial interest may only have a conflict of interest if the appropriate governing board or committee determines that such a conflict exists.

1.2. Outside employment that may compromise the integrity of HXCS,

1.3. Use of confidential information obtained in the course of HXCS duties, (such as student registration, parents mailing list, teacher mailing list, teacher evaluation, parent survey, salary info for teacher and administrative, financial records, donor information of school) for personal or non HXCS official use at any time;

1.4. External activities and public comment,

1.5. Solicit an employee of HXCS on behalf of any other business enterprise;

2. Disclosure: All individuals who serve on the board of directors or the administration team of HXCS must disclose current and previous year any potential conflicts of interest to the board of directors or the administration team for the current and previous year. This includes any financial interest, employment, or consulting relationships with any individuals or organizations that may have an impact on the organization's decisions.

3. Recusal: Individuals with a conflict of interest must recuse themselves from any decision-making or discussions related to the matter at hand. They should not attempt to influence the decision-making process or participate in any way that may create a conflict of interest.

4. Documentation: The organization must maintain accurate and detailed records of all conflicts of interest disclosures, as well as any actions taken to address them. This includes minutes from meetings, written disclosures, and any other relevant documents.

5. Annual Review: The organization should conduct an annual review of its conflict of interest policy to ensure that it remains up-to-date and effective. Any necessary revisions should be made and communicated to all relevant parties.

6. Enforcement: The board of directors or the administration team of HXCS must enforce the conflict of interest policy consistently and fairly. Violations should be addressed promptly and appropriately, and any necessary corrective actions taken.

7. Training: All individuals serving on the board of directors or the administration team should receive regular training on HXCS' conflict of interest policy, as well as any relevant laws and regulations. This will help to ensure that everyone understands their responsibilities and can identify potential conflicts of interest.

By implementing the conflict of interest policy, Huaxia Chinese School can help to maintain the highest levels of integrity and accountability, while also protecting its financial interests and reputation.

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