



LHON Collective's Conflict of Interest Policy

Employees, volunteers, and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which LHON Collective wishes its business to operate. The purpose of these guidelines is to provide general direction so that board members, volunteers, and employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a board member, volunteer, or an employee is in a position to influence a decision that may result in personal gain or gain for a relative as a result of LHON Collective's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board member or employee is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if a board member, volunteer, or employee has any influence over a material business transaction or other organizational decision and becomes aware of an actual or potential conflict of interest, they must promptly disclose the conflict to the Board Chair. If the conflict involves the Board Chair, the disclosure shall be made to another officer designated by the Board. Appropriate safeguards will then be implemented to protect the interests of LHON Collective and all parties involved.

Personal gain may result not only in cases where a board member, volunteer, an employee, or a relative has a significant ownership in a firm with which LHON Collective does business, but also when a board member, an employee, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving LHON Collective.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Complete either Item A or Item B, as applicable. If you complete Item A, initial it, then sign and date the form. If you complete Item B, initial it, complete the disclosure sections, then sign and date the form. Return the completed form to the Board Chair.

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family members or me on one hand and LHON Collective on the other.

Initials: _____

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and LHON Collective on the other.

Initials: _____

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time:

I have read and understand LHON Collective's Conflict-of-Interest Policy and agree to comply with it. I will promptly inform the Board Chair, or if the matter involves the Board Chair, another officer designated by the Board, of any actual or potential conflict of interest or any material change in the information contained in this statement.

Type/Print Name

Signature

Date