

Leave No Trace Center For Outdoor Ethics Conflict of Interest Policy

The following policy is designed to promote a high level of organizational integrity and the avoidance of undisclosed conflicts of interest involving staff member. The policy is intended to assure that Leave No Trace will be fully informed with respect to any direct or indirect financial interest of the Leave No Trace staff members in the activities of Leave No Trace.

No staff member shall permit his or her personal interest to conflict, or appear to conflict with the interest of Leave No Trace. Staff will avoid any situation which might compromise, or appear to compromise, the exercise of their judgment in the best interest of Leave No Trace.

Staff are expected to act fairly and honestly and to maintain the high ethical standards of Leave No Trace. Such conduct includes full disclosure of any relationship which is, or which might appear to be, in any way prejudicial to Leave No Trace, or which might appear to, allow the staff member to benefit financially from a direct or indirect association with Leave No Trace.

Without prior permission of the Executive Director, a staff member may not accept fees or commissions or other things of value in connection with any transaction with or on behalf of Leave No Trace, or accept payments or other financial benefits for consulting or other services to Leave No Trace.

Each staff member will sign and deliver to the Finance Director a written statement in the form attached hereto, disclosing his or her direct, or indirect, financial interest in any activity of Leave No Trace, including, but not restricted to, a relationship or affiliation with any person, firm, or entity which proposes to do business with Leave No Trace or which competes directly or indirectly with Leave No Trace. The information provided must be sufficient to allow the Executive Director to consider all direct or indirect relationships, existing or potential. Failure to provide such information may result in the removal of the staff member.

CONFLICT OR POTENTIAL CONFLICT:

I, _____ hereby give notice to the Executive
(Name of Staff Member)
Director of the Leave No Trace Center for Outdoor Ethics (Leave No Trace) that I have a relationship with the following named person or entity which does business with Leave No Trace or competes with Leave No Trace or which otherwise has a direct or indirect financial interest in the activities with Leave No Trace.

(Name and Address of Person or Entity)

I agree to provide to the Executive Director of Leave No Trace such additional information reasonably requested to enable the Executive Director to fully consider these matters.

Signature

Date

NO CONFLICT:

I, _____ hereby give notice to the Executive
(Name of Staff Member)
Director of the Leave No Trace Center for Outdoor Ethics (Leave No Trace) that I have NO relationship or affiliation with ANY person or entity which does business with Leave No Trace or competes with Leave No Trace or which otherwise has a direct or indirect financial interest in the activities of Leave No Trace.

Signature

Date