

**Tucson Pima Collaboration to End Homelessness  
Conflict of Interest Policy**

**Approved September 23, 2014**

**Purpose:**

The purpose of the Conflict of Interest policy and procedures is to ensure that participation is fair and objective. It is also meant to prevent the personal interests of TPCH General Council (voting) Members, Board Members, Contractors and Staff Members (“participants”) from interfering with the performance of their duties for the TPCH or result in personal financial, professional, or political gain on the part of such persons at the expense of TPCH and its stakeholders.

**Policy:**

Each member and/or member organization shall disclose their relationship to any agenda item of TPCH meetings, Board meetings, or committee meetings requiring a vote during discussion of the agenda item. No member of TPCH may participate in a vote that could result in financial benefit to them personally or the agency they represent.

**Definition:**

1. Conflict of Interest (also Conflict) means an actual conflict, or the appearance of a conflict, between the private or financial interests of a participant while participating in TPCH activities and decision making.

**Procedure:**

1. If the Board or committee has reasonable cause to believe a person has failed to disclose actual or possible Conflicts of Interest, it shall inform the Person of the basis for such belief and afford them an opportunity to explain the alleged failure to disclose. If, after hearing the Person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the Person has failed to disclose an actual or possible Conflict of Interest, the Board may take appropriate disciplinary or corrective action.
2. When voting, participants must openly declare and record all known affiliations he or she may have; that members or his/her immediate family; or, that his/her business partners may have, with any individual, agency or organization that is being considered for a contract for services, consultation or employment with TPCH or where he or she may stand to gain personally.
3. Participants must abstain from discussion, except in response to issues for clarification, on issues with which they have a conflict.

4. Participants must abstain from voting on any issue, rating and ranking of applications or formal or information recommendations on issues with which he/she has a conflict.
  
5. Annually, or whenever their affiliations change, participant shall complete a Conflict of Interest Form identifying organizations with which they are affiliated that may pose a conflict of interest.
  
6. Annually, each participant shall annually sign a statement which affirms they have:
  - a. received a copy of the conflicts of interest policy;
  - b. read and understand the policy;
  - c. identified potential conflicts of interests identifying organizations with which they are affiliated that may pose a conflict of interest; and,
  - d. agreed to comply with the policy.
  
7. Failure to sign does not nullify application of this policy.

Potential Conflicts Declaration

1. Entity Affiliated With: \_\_\_\_\_ Nature of Affiliation: \_\_\_\_\_  
Potential Conflict: \_\_\_\_\_  
\_\_\_\_\_

2. Entity Affiliated With: \_\_\_\_\_ Nature of Affiliation: \_\_\_\_\_  
Potential Conflict: \_\_\_\_\_  
\_\_\_\_\_

3. Entity Affiliated With: \_\_\_\_\_ Nature of Affiliation: \_\_\_\_\_  
Potential Conflict: \_\_\_\_\_  
\_\_\_\_\_

4. Entity Affiliated With: \_\_\_\_\_ Nature of Affiliation: \_\_\_\_\_  
Potential Conflict: \_\_\_\_\_  
\_\_\_\_\_

I have read and agree to uphold the responsibilities as outlined above:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_