

The potential for a conflict of interest arises in situations in which a person is responsible for promoting one interest at the same time he or she is involved in a competing interest.

All Session members, standing committee members, ministry leaders, and management-level employees of Glenkirk shall disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with Glenkirk's activities. "Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflicts of interest. An annual disclosure statement shall be circulated to Session members, standing committee members, ministry leaders, and management-level employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever conflicts of interest may occur. The written notices of disclosure shall be filed with the Clerk of Session or Director of HR, or other person designated to receive such notifications. Disclosure of a conflict does not necessarily mean the person cannot promote both interests. At a meeting of Session, all disclosures of real or apparent conflicts of interest shall be noted for the record in the minutes, with a vote taken to approve the relationship if it is in the best interests of Glenkirk. Unfavorable votes will be communicated to the person with the conflict, at which time they may choose to change the relationship so that there is no more conflict. This change should be communicated in writing to the Clerk of Session or Director of HR.

An individual who believes that he or she or an immediate member of his or her family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

1. Participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions)
2. Using his or her personal influence to affect deliberations
3. Making motions
4. Voting
5. Executing agreements
6. Taking similar actions on behalf of the Glenkirk where the conflict of interest might pertain by law, agreement or otherwise

A person with a real or apparent conflict of interest will be excused from all discussions or deliberations with respect to the subject of the conflict.

A member of Session, standing committee, it's ministries or management-level employee, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

Session shall ensure that all members, standing committee members, ministry leaders, and management-level employees are made aware of Glenkirk's policy with respect to conflicts of interest.

#### **EXAMPLES OF CONFLICT OF INTEREST**

1. Glenkirk purchases goods or services through a firm owned by a Session member, ministry leader, and management-level employee, or a family member thereof.
2. Glenkirk donates funds or services to an organization whose owner or board member is a Session member, ministry leader or management-level employee, or a family member thereof.

**GLENKIRK CHURCH CONFLICT OF INTEREST POLICY AND DISCLOSURE**

**ANNUAL REPORTING STATEMENT**

I HAVE READ AND UNDERSTAND THE Conflict of Interest Policy. I hereby declare and certify the following real or apparent conflict(s) of interest:

Disclosure statement:

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(if necessary, attach additional documentation.)

I agree to promptly inform the Session upon the occurrence of each event that could potentially result in my involvement in (or implication in) a conflict of interest.

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Date

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Signature

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Title