

Conflict of Interest Disclosure Questionnaire

Mitchell Regional Habitat for Humanity (MRHFH) conducts its business with the highest degree of ethical standards. Members of the Board (Board) and Habitat for Humanity staff are expected to model ethical behavior in their leadership and business transactions on behalf of Mitchell Regional Habitat for Humanity. This Conflict of Interest Disclosure Questionnaire is designed to elicit information from Board members, officers, and managers to assure they are acting in the best interest of Mitchell Regional Habitat for Humanity and to identify any conflicts of interest they may have.

A conflict of interest may occur where Board members, officers or managers have a financial, business, or personal interest that is in conflict or appears to be in conflict with the interests of Mitchell Regional Habitat for Humanity. Immediate disclosure of conflicts of interest is an essential obligation. Mitchell Regional Habitat for Humanity has a structured conflict of interest process with the following steps:

- (1) Board members, officers or managers must identify or recognize the financial, business, and personal interest in conflict with the MRHFH interest;
- (2) They must next disclose the conflict to the full board or their immediate supervisor, respectively, which disclosure shall identify all the material facts and circumstances surrounding the conflict which would be necessary to make an informed decision with respect to the transaction;
- (3) The Board or supervisor, as applicable, will assess any impact of the conflict on the MRHFH, and the Board member or staff with the conflict shall not participate in any discussion of the transaction, and should abstain from voting on the matter, and make sure that his or her absence from the meeting and discussion and his abstention from the vote is recorded in the minutes, if applicable; and
- (4) If necessary, the Board or supervisor, as applicable, will discuss the conflict and proposed remedial action with the Chair of the Board or senior staff, as appropriate. Remedial actions may range from firewalls in the manager's work, to recusal from a Board vote, business decision or transaction involving Habitat for Humanity or the other organization, to withdrawal from the other organization's business or board of directors, to other actions that eliminate the conflict of interest or appearance of a conflict.

Once completed, please sign and date the Questionnaire and send to the Executive Director's Office (mailing address is at the end of form) or email at www.mitchellregionalhabitat@gmail.com. If you have any questions or require clarification, please feel free to contact XY, **[should be the area office rep]**, or by email at _____. This Questionnaire is to be completed annually and changes are updated throughout the year.

In completing the Questionnaire, please note that the term **"Habitat for Humanity"** includes Habitat for Humanity International, Area Offices, National Organizations, affiliates and offices. The term **"related party"** includes a person's family member, business partner, related business entity of the MRHFH board member or staff, or personal friend.

1. Employment by Habitat for Humanity

Do you have a related party individual who is now employed by Habitat for Humanity?

___ Yes ___ No

If yes, please identify the person, position and date of such employment by Habitat for Humanity.

2. Personal Remuneration from Habitat for Humanity

Are you or any of your related parties receiving or expecting to receive any payments, remuneration, or assistance from Habitat for Humanity other than employment compensation?

___ Yes ___ No

If yes, please identify the person, position, amount and date the remuneration is expected to be received.

3. Business with Habitat for Humanity

Do you have a financial or business interest in a business or organization with which Habitat for Humanity does business or received payments for property, goods, or services?

___ Yes ___ No

Have you received assistance from or been a party to or involved in a contractual transaction with Habitat for Humanity?

___ Yes ___ No

Do you have a related party who has received assistance from or who has been a party to or involved in a contractual transaction with Habitat for Humanity?

___ Yes ___ No

Do you have a related party who has a financial or business interest in a business or organization with which Habitat for Humanity does business or received payments for property, goods, or services?

___ Yes ___ No

If yes, please identify: (a) your financial, business, contractual or organizational interest; (b) the relationship between Habitat for Humanity and the other business; (c) if a related party has the interest, identify the relationship of the party to you; and (d) the impact on the interest of Habitat for Humanity or the other business.

4. Please list all corporations, organizations, or institutions on whose board of directors, board of trustees, or other governing bodies, or advisory boards you currently serve. Please identify the nature of the organization’s business, and whether that organization does business or is involved in litigation with Habitat for Humanity. Attach additional pages to this questionnaire as needed to reflect all boards and governing bodies.

5. Association with Habitat for Humanity Auditors

The auditor for Habitat for Humanity is currently Are you or any of your related parties a partner or principal in

Identify any of your related parties who are employees of who participate in the audit, assurance, or tax compliance practice for Habitat for Humanity.

7. Legal Proceedings

Are there any legal proceedings adverse to Habitat for Humanity pending or anticipated in which you, any of your related parties, or any entity listed by you in response to the above questions are a party?

___ Yes ___ No

If yes, please list them below.

During the past five years have you been convicted in a criminal proceeding or are you now the named subject of a pending criminal proceeding (excluding traffic violations and other minor offenses)?

___ Yes ___ No

If yes, please provide the details below.

8. Other

Is there anything that has not been asked in this Questionnaire that you believe Habitat for Humanity should know, e.g. previously employed by a competitor or supplier of Habitat for Humanity or previously on the Board of a competitor or supplier? If yes, please provide the details below.

Date _____

Signature _____

Printed Name _____