Conflict of Interest Policy

Conflicts of interest arise because of a real or potential conflict between one's own personal interests and those of an organization. Conflict of interest policy in a membership organization must consider the multiple roles members have as club members and as elected/appointed positions on club/district or international level.

Conflicts of Interest can be Actual, Perceived or Potential

- ACTUAL – involves a direct conflict between current duties and responsibilities and existing private interests.
- PERCEIVED – conflict exists where it could be perceived, or appears, that private interests could improperly influence the performance of duties – whether or not this is a fact.
- POTENTIAL – arises where private interests could conflict with official duties.

Conflicts of interest can broadly be categorized as either personal or professional. The most common conflicts of interest are listed below but the list is not all inclusive.

Financial Conflicts of Interest. This type of conflict of interest occurs when an interested person accepts or promotes transactions that could lead to personal gain. This is a possibility at all levels of Zonta, where fundraising and investment is common. Zonta International and Zonta Foundation for Women have a general *Conflict of Interest Form* which must be signed by all incoming board members.

The members of the Zonta International Investment Committee are obliged to sign a separate *Conflict of Interest Declaration* where they must list any investment, employment or financial compensation which conflicts with the investments or activity of Zonta International and Zonta Foundation for Women.

Competitive Conflicts of Interest. This occurs when an interested person engages in an activity that interferes with fulfilling their obligations to Zonta. This activity could be political, financial or in violation of the *Campaigning Policy* which applies to all members.

Confidential conflicts of interest In this case, the interested person gathers valuable but confidential information which they could use for personal gain. A good example is insider trading in the financial industry, which also applies on all levels of Zonta where investments are made. Confidential conflict of interest also occurs when a member provides information that the member has a duty to keep confidential. Members in leadership positions must be especially alert to this risk.

Romantic or relational A conflict of interest may occur when an interested person favors a friend or a relative to the disadvantage of Zonta.

Interested Person
Any director, officer, member of a committee with board- delegated powers or an employee with decision making powers is an interested person, for example:

- Zonta International officers and directors
- The Zonta Foundation for Women officers and directors.
- International committee chairs and members.
- Employees of Zonta International and the Zonta Foundation for Women.
- District boards, committee chairs and members.
- Club boards, committee chairs and members.

Financial Interest
A person has a financial interest if the person has, directly or indirectly:

- An ownership or investment interest in any entity with which Zonta International or the Zonta Foundation for Women, Zonta districts or clubs transact or have an arrangement.
- A compensation arrangement with any entity or individual with which Zonta International, the Zonta Foundation for Women, Zonta districts or Zonta clubs transact or have a compensation arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors, of a value in excess of US$300.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest has a conflict of interest only if the appropriate board, committee or governmental authority decides that a conflict of interest exists.

Procedures
Conflicts of interest can negatively impact both Zonta as an organization and the individual member. To avoid these negative impacts, the organization can alleviate conflict of interest by introducing clear rules, providing ethics training and establishing a declaration system and means of reporting.
Any such rules adopted by Zonta International Board, or the Zonta Foundation for Women Board must be followed, and declarations should be signed by all interested persons.

If a possible conflict of interest arises, the member must disclose the existence of the conflict and be given the opportunity to disclose all material facts to the board and/or members of committees with board-delegated powers considering the proposed transaction or arrangement.
After having made a presentation to the board disclosing the conflict and all material facts, the member should leave the meeting while the conflict is discussed and voted upon.

Appeals and Grievances
Grievances and disciplinary procedures follow the same procedures as specified in the Bylaws of Zonta International. Grievances other than those concerning removal, suspension or expulsion are addressed in the Rules of Procedure of Zonta International.

► *Conflict of Interest Declaration Form for Investment Committee Members*
► *Conflict of Interest Form for Zonta International Board Members*
► *Conflict of Interest Declaration Form for Zonta Foundation for Women Board Members*
► *Campaigning Policy*

► *Suspension, Expulsion and Removal Policy*

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Committee Responsible	Zonta International and the Zonta Foundation for Women Boards

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