

CANINE CONCIERGESM

ON-DEMAND SMILE DELIVERY



***Board of Directors
Conflict-of-Interest Policy***



Summary of Conflict-of-Interest Policy

Purpose:

The purpose of this policy is to ensure that all business conducted by Canine Concierge Corporation is free from actual or potential conflicts of interest. This helps maintain the integrity and trust of the organization in the eyes of the public and complies with legal requirements for our tax-exempt status.

Who is Affected:

- Board members
- Officers
- Management employees
- All employees involved in purchasing decisions or who have access to proprietary information.

Key Points:

1. Definition of Conflict of Interest:

- A conflict of interest occurs when a Board member, employee, or their relatives could benefit personally from decisions made while conducting business for Canine Concierge Corporation.

2. Examples of Conflicts:

- Significant ownership in a firm doing business with the corporation.
- Receiving gifts or special considerations from parties doing business with the corporation.
- Using the corporation's resources for personal benefit.

3. Disclosure Requirements:

- Any actual or potential conflicts must be disclosed immediately to an officer or designated committee.
- Annual statements must be signed, confirming understanding and compliance with the policy.

4. Handling Conflicts:

- Conflicts must be disclosed and documented.
- The conflicted party must abstain from decision-making in related matters.
- Transactions should be conducted in a manner that is fair and beneficial to Canine Concierge Corporation.

5. Consequences of Non-Compliance:

- Non-compliance with this policy can lead to disciplinary action, up to and including termination of position or employment.



Conflict-of-Interest Policy

Purpose

To ensure all business conducted by Canine Concierge Corporation is free from actual or potential conflicts of interest, maintaining integrity and public trust, and complying with legal requirements for tax-exempt status.

Who is Affected

- Board members
- Officers
- Management employees
- All employees influencing decisions or with proprietary information.

Key Points

1. Definition of Conflict of Interest:

- Occurs when a Board member, employee, or relative could benefit personally from decisions made while conducting business for Canine Concierge Corporation.

2. Examples of Conflicts:

- Significant ownership in a firm doing business with the corporation.
- Receiving gifts or special considerations from parties doing business with the corporation.
- Using the corporation's resources for personal benefit.

3. Disclosure Requirements:

- Disclose any actual or potential conflicts immediately to an officer or designated committee.
- Sign annual statements confirming understanding and compliance with the policy.

4. Handling Conflicts:

- Document all conflicts.
- The conflicted party must abstain from decision-making in related matters.
- Ensure transactions are fair and beneficial to Canine Concierge Corporation.

5. Consequences of Non-Compliance:

- Non-compliance can lead to disciplinary action, including termination.



Conflict-of-Interest Statement

Reason for Statement

As a nonprofit, Canine Concierge Corporation relies on public trust and charitable contributions. Maintaining tax-exempt status and complying with legal requirements is crucial for financial stability and public support.

Responsibilities

Board members, officers, and management employees must act honestly and prudently, prioritizing the interests of Canine Concierge Corporation in all decisions and actions.

Key Areas of Conflict

Conflicts may arise with:

- Suppliers of goods and services
- Lessors of property and equipment
- Parties involved in real estate or securities transactions
- Competing or related organizations
- Donors and grant recipients
- Family members, friends, and other employees

Disclosure Policy and Procedure

1. Disclose conflicts to the chief executive or designated committee.
2. Exclude conflicted parties from discussions and approvals.
3. Ensure competitive bids or valuations.
4. Board to demonstrate transactions are in the organization's best interest.



Conflict-of-Interest Disclosure Statement

Instructions

1. Initial at the end of Item A or complete Item B.
2. Complete, sign, and date the statement.
3. Return to the Board chair.

A. I am not aware of any conflict of interest.

Initials: _____

B. The following relationships or situations might result in a conflict of interest:

Initials: _____

- Directorships, positions, and employment:
- Memberships in organizations:
- Business activities and investments:
- Other relationships and activities:
- My primary business or occupation:

I have read and understand Canine Concierge Corporation’s Conflict-of-Interest Policy and agree to be bound by it. I will promptly inform the Board chair of any material change in the information provided.

Name: _____

Signature: _____

Date: _____



Conflict-of-Interest Disclosure Questionnaire

Instructions

Please answer the following questions, and sign and date the form.

1. Name: _____

2. Capacity:
 National Board
 Executive Committee
 Officer
 Committee Member
 National Staff
 Other (specify): _____
3. Services or Property Provided:
 Yes
 No
Description: _____
4. Services or Property Purchased:
 Yes
 No
Description: _____
5. Business Transactions:
 Yes
 No
Description: _____
6. Indebtedness to the Corporation:
 Yes
 No
Description: _____
7. Benefits Received:
 Yes
 No
Description: _____
8. Pending Legal Proceedings: _____

- Yes

No

Description: _____

9. Other Situations:

____ Yes

____ No

Description: _____

I confirm I have read and understand Canine Concierge Corporation's Conflict-of-Interest Policy and that my responses are complete and correct.

Signature: _____

Date: _____



ANNUAL STATEMENT CONCERNING POSSIBLE CONFLICT OF INTEREST

I acknowledge receipt of Canine Concierge Corporation's Conflict-of-Interest Policy. I agree to report any potential conflicts that arise before the next annual statement.

_____ I am not aware of any conflict of interest:

_____ I do or may have a conflict of interest in the following areas:

Name: _____

Date: _____

Signature: _____



Frequently Asked Questions (FAQ)

Q1: What is a conflict of interest?

A conflict of interest arises when a Board member, officer, or employee's interests could improperly influence their decisions or actions in their role at Canine Concierge Corporation.

Q2: Who needs to comply with this policy?

All Board members, officers, management employees, and any other employees who influence the corporation's actions or have access to proprietary information must comply with this policy.

Q3: What should I do if I think I might have a conflict of interest?

You should immediately disclose the potential conflict to an officer of the corporation or the designated committee. Full disclosure is crucial to managing conflicts properly.

Q4: Can I accept gifts from vendors or partners?

Accepting personal gifts, kickbacks, or substantial benefits from vendors or partners is prohibited, except for nominal gifts that cannot be refused without discourtesy. No cash gifts are allowed.

Q5: How often do I need to disclose potential conflicts?

You must disclose any potential conflicts as soon as they arise. Additionally, you are required to complete an annual disclosure statement detailing any potential conflicts.

Q6: What happens after I disclose a conflict of interest?

The disclosure will be reviewed by the designated committee or the Board. They will determine if the conflict is material and if the transaction can proceed in a fair manner and the best interest of Canine Concierge Corporation.

Q7: What are the consequences of failing to disclose a conflict of interest?

Failure to disclose a conflict of interest can result in disciplinary action, including termination of your role or employment with Canine Concierge Corporation.

Q8: How can I get further clarification on this policy?

For further clarification, you can contact an officer of the corporation or the designated committee responsible for managing conflicts of interest.