



Depression and Bipolar  
Support Alliance

## **Conflict of Interest Policy**

### **12/08**

#### **Purpose**

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, DBSA, hereafter referred to as “the Organization,” when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or senior level employee of DBSA or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **Definitions**

##### **1. Interested Person**

Any director, principal officer, member of a committee with governing board-delegated powers, or senior level employee, who has a direct or indirect financial interest, as defined below.

##### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee or President/CEO decides that a conflict of interest exists.



Depression and Bipolar  
Support Alliance

## **Conflict of Interest Policy (cont'd)**

### **12/08**

#### **Procedures**

- 1.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers considering the proposed transaction or arrangement. If any actual or possible conflict of interest involves a senior level employee, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the President/CEO.
- 2.** The remaining board or committee members or President/CEO, depending on whether the interested person is at the board level or a senior level employee, shall decide if a conflict of interest exists.
- 3.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. For senior level employees, the President/CEO will make a determination as to whether in fact a conflict of interest is present.
- 4.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.



Depression and Bipolar  
Support Alliance

I have read the attached DBSA Conflict of Interest Policy and understand my responsibilities as a member of its Board.

X

\_\_\_\_\_  
Print Name

X

\_\_\_\_\_  
Signature

X

\_\_\_\_\_  
Date