

**CONFLICT OF INTEREST POLICY  
FOR  
CONGREGATION BETH EL  
SUNBURY, PA**

This Conflict of Interest Policy Statement shall apply to all Board of Trustees, Officers, committee members, employees and volunteers of Congregation Beth El, Sunbury, PA, (hereinafter "Synagogue"), in all matters relating to said persons' work in relation to the Synagogue.

**A. Purpose.** The purpose of the Conflict of Interest Policy is to protect the Synagogue's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee, Officer, committee member, employee, volunteer or member of the Synagogue 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, religious and charitable organizations.

**B. Application.** Conflicts of Interest and the appearance of impropriety must be avoided by all persons. The Board of Trustees, Officers, committee members, employees and volunteers must meet their responsibilities in a manner which is of the highest standard of honesty, fidelity and integrity. Each Trustee, Officer, committee member, employee and volunteer must recognize the importance of avoiding any conflicts of interest and any action which may appear to give rise to any such conflict. Each Trustee, Officer, Committee Member, employee and volunteer shall sign a disclosure statement and shall further be required to immediately disclose any potential conflicts of interest as they become apparent.

**C. With respect to discussions and actions.** Conflicts of Interest shall mean, with respect to matters for discussion or action by any board, agency, committee, task force or work group of the Synagogue, any circumstance under which a Trustee, Officer, committee members, employee or other volunteer, by virtue of a financial interest or of some other personal interest, present or potential, directly or remotely, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the Synagogue.

**D. With respect to employees and volunteers.** Conflict of interest shall mean, with respect to employees and volunteers, any situation in which the employee or volunteer, by virtue of a financial interest or of some other personal interest, present or potential, directly or remotely, may be influenced or appear to be influenced in decision making or business dealing by any motive or desire for personal advantage other than the success and well-being of the Synagogue.

**E. Disclosure Requirements,** All present and potential conflicts of interests must be disclosed:

1. If known in advance of any meeting, business transaction or other activity at which the issue may be discussed or on which the issue may have a bearing on the person's approach to the issue, whether directly or indirectly, prior to the discussion or consideration of the issue; or.
2. If not known in advance, when the actual, possible or potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting or to the person's supervisor, as appropriate.

**F. Ameliorative Steps.** The person should recuse him/herself from the room to avoid all discussion, voting and deliberation on the issue. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the Board or equivalent may decide that no conflict of interest exists and invite the participation of the person. When in doubt, every person should assume there may be a conflict.

**G. Potentials for Conflict.** In general, a conflict of interest can be considered to exist in any instance where the actions or activities of an individual on behalf of the Synagogue also involve the attaining of, or appearance of, an improper personal gain or advantage, or an adverse effect on the interest of the Synagogue. Conflicts of interest also arise in other situations. Examples of potential conflicts include, but are not limited to, discussion and decision making regarding funds granted/awarded to another group/entity upon which the Person sits. Further examples include:

1. **Outside Interests:** The holding, directly or indirectly, of a position or a financial interest in any outside concern from which the individual has reason to believe the Synagogue secures goods or services (including the services of buying or selling stocks, funds or other securities). Ordinarily, a financial interest may be said to exist where an individual owns voting securities in the outside concern, or has a financial and/or leadership role with the outside concern doing business with the Synagogue. Business dealings with immediate family will not be engaged in because of the potential for inferences of tangible or intangible personal advantage and the resultant appearance of impropriety; immediate family is defined as your spouse, parents, children, siblings and in-laws.
2. **Gifts, Gratuities and Entertainment:** The acceptance of gifts, excessive entertainment or other favors from any outside concerns that does, or is seeking to do, business with the Synagogue under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his or her duties to the Synagogue. This does not prevent the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity of the Synagogue.

**H. Confidential Information:** All Trustees, Officers, committee members, employees and volunteers shall refrain from disclosing confidential information relating to the Synagogue's activities.

**I. Avoid Appearance of Impropriety.** To avoid appearances of impropriety, the above policies must be followed by every Trustee, Officer, committee member, employee and volunteer of the Synagogue.

**J. Acknowledgment.** This Policy must be read and understood by each and every Trustee, Officer, committee member, employee and volunteer and each shall sign a Disclosure Statement acknowledging the same.

**K. Adoption of Resolution.** The Board of Trustees, at a duly authorized meeting held in accordance with its Constitution on December 17, 2023 has hereby adopted a Resolution confirming the terms set forth herein regarding its Conflict of Interest Policy.

**CONGREGATION BETH EL, SUNBURY, PA  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

I have read and understand the Conflict of Interest Policy of Congregation Beth El, Sunbury, PA and I have received a copy of said Policy. I agree to abide by all of its terms, including provisions requiring that I avoid all conflicts of interest and the requirement that I immediately disclose potential and/or actual conflict of interest. I have no actual or potential conflicts as defined by the Policy, or if I have, I have fully disclosed them as required by the Policy.

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PRINT NAME

\_\_\_\_\_  
SIGNATURE

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Date: