

## **Catalyst Academy Charter School**

### **Conflict of Interest Policy**

Catalyst Academy Charter School (“**Catalyst**”) is committed to high standards of honesty, integrity and impartiality to maintain the trust of students and the public. Catalyst’s reputation requires that the Board, its officers, its employees, and other representatives avoid misconduct and conflicts of interest. The Board, its officers, its employees and other representatives are to conduct themselves ethically at all times and are to exercise reasonable judgment when performing their duties.

Confidential information obtained through your association with Catalyst must be used only for Catalyst. You must not use or permit others to use Catalyst’s confidential information for furthering a private interest or for making a profit.

All Board Members, Officers, employees, and other representatives of Catalyst must avoid potential conflicts of interest. A potential conflict of interest exists whenever you have an outside interest, direct or indirect, which conflicts with your duty to Catalyst or adversely affects your judgment in performing your duties with Catalyst. Because the appearance of a conflict of interest may be just as damaging to Catalyst’s reputation as a real conflict, you must avoid situations that appear to conflict with your duties to Catalyst.

Catalyst’s name is not to be used as leverage by Board Members, Officers, or employees to enhance their own opportunities. Catalyst’s name is not be used by Board Members, Officers, or employees when dealing with others in political, investment, business or purchasing activities.

If a conflict of interest or potential conflict of interest arises a description of the conflict and its extent must be fully disclosed immediately to Catalyst’s attorney, who, after making a thorough review of the circumstances, will report to the Board’s Executive Committee. The Executive Committee will determine appropriate action to be taken.

No contract or transaction between Catalyst and a Board Member, Officer, or employee, or any organization in which the Board Member, Officer, or employee has a financial or beneficial interest or is serving as a Board Member, officer, or employee shall be authorized unless it has been adopted and approved in accordance with the Public School Code of 1949, 24 P.S. § 1-101, *et seq.* and the Non-profit Corporation Law at 15 Pa. C.S.A. § 5725(a).

Unless specifically approved by the Board or a committee of the Board, a Board Member or Officer shall not serve on the board of any entity that competes directly with Catalyst. Should a conflict develop, Catalyst reserves the right to request the Board Member or Officer involved to resign from either the Board or from the conflicting position.

Board Members, Officers, and employees are to render efficient and courteous service without expectation of reward. Cash or gifts shall be declined or redirected to Catalyst as a contribution.

A Board Member, Officer, or employee shall not acquire or appropriate for personal use any Catalyst property, service, or revenue opportunity.

A Board Member, Officer, or employee shall not use Catalyst funds to contribute or otherwise support any candidate for any election to any local, state, or federal office.

#### **STATEMENT OF FINANCIAL INTEREST**

The Public Office and Employee Ethics Act requires Board Members to file annual statements of their personal financial interests. Board members are required to file such statements annually by May 1. A copy of each Member's annual statement of personal financial interest will be kept on file by Catalyst. Members joining the Board between January 1 and May 1 must file the statement no later than May 1 of the year in which they joined the Board. Members joining after May 1 must file the statement by May 1 of the following year. The law provides for penalties and fines for failure to file the required annual statement of personal financial interests. Questions about the statement should be directed to Catalyst's attorney.

*Adopted the 7th day of July, 2020*