



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, the IRS has imposed reporting requirements outlined in Section 990 for nonprofit organizations that OWEA must follow, and

WHEREAS, one requirement associated with Section 990 is the development of a Conflict of Interest Policy.

THEREFORE, OWEA adopts the following Employee Conflict of Interest Policy.

POLICY

I. Introduction

The affairs of the OWEA will be conducted with concern for the avoidance of any real or apparent conflict of interest on the part of OWEA employees, and with the highest integrity in accordance with their duties to the OWEA. The OWEA requires all employees to disclose, in writing and in accordance with this policy, any real or perceived conflicts of interest involving their service or staff.

II. Conflicts of Interest

Broadly speaking, a conflict of interest would exist whenever the OWEA enters into a contract or transaction with any entity in which an OWEA employee or his/her family member has a financial or material interest.

III. Outside business affiliation

If an OWEA employee has an outside business affiliation that may involve a conflict of interest, he or she should, in order to avoid the appearance of conflict, disclose such information.

IV. Procedure Concerning Conflict of Interest

An OWEA employee should, in writing, promptly disclose to the President any information on any matter that the employee believes is or may be perceived to be a conflict of interest. Conflicts of interest disclosed shall be reported to the Executive Committee.

V. Summary

In summary, the purpose of this statement is to insure that any current or future conflict of interest will be disclosed. If instances arise beyond the scope of this policy or outside the procedure adopted for disclosure which may nevertheless lie within the spirit of this policy, the individual should resolve such situations through full disclosure as provided in this policy. Moreover, to the extent that conflicts arise subsequent to the execution of this policy, the



undersigned understands and agrees that his or her duty to disclose shall be continuing and he or she agrees to disclose such conflict in the manner prescribed by this policy and applicable law.

VI. Declaration

I have read and fully understand this policy and agree to comply with it. I declare that I am not engaged in any activity that directly or indirectly would constitute a conflict of interest, except as follow: (if none, write none)

Print Name

Position

Signature

Date