

**CONFLICT OF INTEREST POLICY OF  
CEDAR LAKE HISTORICAL ASSOCIATION, INC  
FOR OFFICERS, GOVERNORS AND STAFF**

A conflict of interest is defined as an actual or perceived interest by a board or staff member in an action that results in or has the appearance of resulting in, personal, organizational or professional gain.

A conflict of interest occurs when a board or staff member has a direct or fiduciary interest which includes:

- Employment of:
- Contractual relationship with:
- Creditor or debtor to:
- Owner with Consultative or consumer relationship to:

a member of the Board of Governors or staff member where one or the other has supervisory authority over the other or with a client who receives services.

It is in the interest of the Cedar Lake Historical Association (“Association”), individual staff and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest.

Board or staff members are to avoid any conflict of interest, and even the appearance of a conflict of interest. This Association serves the Cedar Lake community and larger Northwest Indiana region as a whole, rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the Association and jeopardize the credibility of the Association. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to a Board officer immediately. Board and staff members are to maintain independence and objectivity with clients, the community and Association. Board and staff members are called to maintain a sense of fairness, civility, ethics and personal integrity - even though law, regulation, or custom does not require them.

Board and staff members and members of board and staff member's immediate family are prohibited from accepting gifts, money or gratuities from the following:

- Persons receiving benefits or services from the Association;
- Any person or entity performing or seeking to perform services under contract with the Association; and
- Persons who are otherwise in a position to benefit from the actions of any employee of the Association.

Board or staff members may, with the prior written approval of the Board President, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the board or staff member is acting in any official capacity, honoraria received by a board or staff member in connection with activities relating to activity with the Association are to be paid to the Association.

**CONFLICT OF INTEREST STATEMENT OF  
CEDAR LAKE HISTORICAL ASSOCIATION, INC  
FOR OFFICERS, GOVERNORS AND STAFF**

No member of Cedar Lake Historical Association's Board of Governors or staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in Cedar Lake Historical Association activities. Each individual shall disclose to Cedar Lake Historical Association any personal interest which he or she may have in any matter pending before the Association and shall refrain from participation in any decision on such matter. Any member of Cedar Lake Historical Association's Board of Governors or staff shall refrain from obtaining any list of Cedar Lake Historical Association's clients for personal or private solicitation purposes at any time during the term of their affiliation.

In addition to my service for Cedar Lake Historical Association, at this time I am a Board Member or an employee of the following organizations:

- 1.
- 2.
- 3.

This is to certify that I, except with regard to carrying out my duties as an officer, Governor or staff member of Cedar Lake Historical Association or as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with Cedar Lake Historical Association, which has resulted or could result in person benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Cedar Lake Historical Association.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Cedar Lake Historical Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_