# Conflict of Interest Policy (S1.3b)

## 1. Purpose

In alignment with biblical standards of impartiality and stewardship (James 2:1–4; 1 Cor. 4:2) as well as truthfulness (Eph. 5:8–15), the College requires all board members, faculty, staff, and key volunteers to disclose potential conflicts and to operate with transparency and accountability.

## 2. Definitions

A **conflict of interest** exists when a person in a position of authority within the institution may benefit personally—whether financially, relationally, or theologically—from a decision made in their institutional role. This evaluation follows a "reasonable perception" standard in most professional or ministry contexts: Would an impartial observer, aware of the facts, reasonably perceive a potential conflict of interest? This includes, but is not limited to:

- **Financial Conflicts** – Direct or indirect monetary gain for the individual or their immediate family (e.g., business contracts, employment decisions, vendor relationships).
- **Relational Conflicts** – Situations involving family members, close friendships, or other personal connections that may influence judgment or create the appearance of bias. Relationship conflicts of interest also extend to decisions that compromise personnel decisions (e.g., hiring, curriculum decisions, disciplinary actions).
- **Theological Conflicts** – Decisions involving personal doctrinal positions that conflict with the institution's confessional standards.

# Conflict of Interest Process

## 1. Disclosure Process

- All board members, faculty, and staff are required to promptly disclose any actual or potential conflicts of interest.
- Disclosures must be made:
    - Upon initial employment or appointment
    - For board members, at each AGM (held in August or September)
    - When a new potential conflict arises
- Disclosures should be submitted in writing to:

    - The President (for faculty and staff)
    - The Board Chair (for board members and President)
- The written disclosure must include:
    - A description of the relationship or interest
    - The parties involved
    - Any relevant financial or organizational connections
    - The nature of the potential influence on institutional decisions

## 2. Recusal Procedures

- Upon receipt of a disclosure, the responsible authority (President or alternatively Board Chair) will assess whether a real or perceived conflict exists.
- If a conflict is determined:
    - A written mitigation plan will be developed, which may include:
      - Exclusion from related decision-making or deliberations
      - Reassignment of duties or responsibilities
      - Divestment of financial interest
    - The individual may be required to formally recuse themselves from:
      - Voting on related issues
      - Participating in related discussions
      - Supervising or evaluating the involved parties
- A signed agreement outlining the recusal or mitigation terms will be retained in the college records.

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# Conflict of Interest Disclosure Form

**Conflict of Interest Disclosure Statement**
**Policy Reference:** Form S1.3b
**Academic Year:** 2025

## Section 1: Statement of Understanding

By signing below, I affirm the following:

- I have received and read the Foundation Baptist College Conflict of Interest Policy (found on the Policy Hub).
- I understand my responsibility as a board or faculty member to avoid conflicts of interest and to disclose any actual or potential conflicts promptly.
- I understand that I am obligated to act in the best interest of the College and to

recuse myself from decisions where I have a personal interest that could impair my objectivity.

## Section 2: Disclosure

Please check **one** of the following:

- ☐ **I affirm that I am not aware of any actual or potential conflicts of interest.**
- ☐ **I disclose the following actual or potential conflicts of interest** (please describe below):

## Section 3: Signature

I affirm that the information provided in this statement is true and complete to the best of my knowledge. I understand that failure to disclose conflicts of interest may result in disciplinary action or removal from the Board.

**Name (Printed): ____________________________________________**

**Signature: ________________________________________________**

**Date: __________________________**

**Submit completed form to the Board Chair or College President.**