



Conflict of Interest Policy

I. Purpose

The purpose of this policy is to protect the interests of Save The Horses. In the regular course of business, agents, board members and volunteers of Save The Horses may have the opportunity to advance their own personal interests with or against the interests of Save The Horses. Acting in such a manner is unacceptable and any party who acts outside of Save The Horses best interest may be subject to disciplinary action.

II. Definitions

- a. Employee – any person who is engaged or appointed or paid by Save The Horses in a part or full-time capacity and in accordance with the labor laws of Georgia.
- b. Agent – an owner, director, stakeholder, contractor or other third-party that is in the position to act on behalf of Save The Horses.
- c. Financial Interest – The interest that any individual may have in the monetary transactions of Save The Horses. In particular, any interest that could have a direct bearing on the financial gain/loss of said individual.

III. Procedure

a. Duty to disclose

Every employee/agent of Save The Horses is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of engagement or appointment.

b. Investigating potential conflicts

When a possible conflict of interest arises, the board of directors will collect all of the pertinent information and may question any concerned parties. If the board determines that a conflict exists, steps will be taken to address the conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.



c. Addressing conflicts of interest

When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the non-profit business, including members, directors, employees, and contractors will be notified. An investigation will also be conducted by the board of directors to determine the extent of the conflict and the intentions of the parties involved.

If the conflict in question involves a member or members of the board of directors, such a member will be excused from the deliberations and the investigation will be kept confidential until such time as a determination can be made.

d. Disciplinary action

As all conflicts of interest will be reviewed on a case-by-case basis, a review may result in disciplinary action. The board of directors has full discretion to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of engagement or association of a person or business.

IV. Acknowledgement

The employee/agent named below understands the procedure for conflicts of interest with Save The Horses, including their duty to disclose any known or potential conflicts.

Furthermore, the member, employee or agent agrees to abide by the procedures outlined in this policy for the duration of their professional relationship with Save The Horses.

Employee Name

Date

Signature