

Conflict of Interest Policy Statement for the New Jersey Association of Professional Mediators

The purpose of this Policy Statement is to set forth the policy of the New Jersey Association of Professional Mediators, Inc. (“NJAPM”), a nonprofit corporation, regarding conflicts of interest. This Policy Statement has been approved by the Board of Directors (the “Board”) of NJAPM. This Policy Statement shall apply to all Board Members and all Members of any Committee (or Sub-Committee) of the Board.

No Board Member or Board Committee Member, or any member of his/her immediate family shall accept any gift, entertainment (including meals), service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such Board or Committee Member’s connection with NJAPM, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the Board. No Board Member or Board Committee Member, or any member of his/her immediate family shall accept any gift, entertainment, service, loan, or promise of future benefits from any individual or entity doing business or seeking to do business with NJAPM, or from a competitor of an individual or entity currently doing business with NJAPM unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the Board. Board and Committee Members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

This Policy Statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate or appear to obligate the recipient to take (or refrain from taking) a particular action. In most circumstances, NJAPM considers an annual aggregate amount of \$100.00 or less from an individual or business entity to be a reasonable guideline of “nominal” value for purposes of this Policy Statement.

No Board or Committee Member, or an immediate family member of such Board or Committee Member, shall perform, for any personal gain, services to any NJAPM supplier of goods or services, or any other organization doing business with NJAPM, as a director, officer, employee, consultant, independent contractor or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contract are disclosed in good faith to the Board, and the Board authorizes such a transaction.

No Board or Committee Member, or an immediate family member of such Board or Committee Member, shall have any material investment or other financial interest in any NJAPM supplier of goods or services, or any other organization doing business with or serving NJAPM, unless such material investment or financial interest has been determined by the Board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest. In general terms, a financial interest is material if it is sufficiently substantial that it may affect the objectivity of the individual, or may give the appearance of affecting that objectivity. The following investments or financial interests will be considered material and should be reported:

- (i) Any current or pending ownership interests (including ownership shares, partnership stake, or derivative interest such as stock options) in a privately-held entity;
- (ii) Any current or pending ownership interests (including ownership shares, partnership stake, or derivative interest such as stock options) in a publicly-traded entity, amounting to at least (2%) of that entity's equity or at least \$15,000 in ownership interests (except when the ownership interest is managed by a third party such as a mutual fund); or
- (iii) Any income amounting to at least \$10,000 per year (other than from employment, consulting, or ownership interests as covered above).

For purposes of this Policy Statement "immediate" family member shall mean an individual's spouse, child, parent or sibling residing in the same household.

All actual or potential conflicts of interest as set forth in this Policy Statement shall be promptly disclosed to the Board for appropriate action. Further, any matter of question or interpretation that arises relating to this Policy Statement should be referred to the Board for disclosure and approval, where appropriate.

I have received, read and understand fully the Conflict of Interest Policy Statement and will comply with the statement by bringing any potential conflict of interest situations to the Board for consideration.

Signature

Date