

# Memorandum

**To:** Members of Alliance Boards  
Management Personnel

**From:** Kym Kirby

**Date:** January 1, 2021

**Re:** Conflict of Interest Policy

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At the September 2008 Board of Directors meeting a Conflict of Interest policy was passed (attached). As part of this policy an annual statement is required. To accomplish this task a statement is attached that needs to be signed by all officers and Management Team members of the Alliance. By signing this statement these individuals will attest to the fact that they have read and understand the policy. If there are any potential conflicts of interest they should be disclosed at this time.

In brief, a conflict of interest is present if there is a financial interest in any business with which the Alliance has transactions. I would carry this further and request that sitting on a board of an organization that either has financial interests with the Alliance or competes with the Alliance could also constitute a conflict of interest.

Please complete the attached form and return to the SCAHPERD office, 1301 Columbia College Dr., Columbia, SC by March 1<sup>st</sup>, 2021. These forms will be kept on file.

Thank you for your attention to this matter.