



Conflict of Interest Policy

Propel is committed to high standards of honesty, integrity and impartiality to maintain the trust of students and the public. Propel's reputation requires that the Board, its officers and other representatives avoid misconduct and conflicts of interest. The Board, its officers and other representatives are to conduct themselves ethically at all times and are to exercise reasonable judgment when performing their duties.

Confidential information obtained through your association with Propel must be used only for Propel. You must not use or permit others to use Propel's confidential information for furthering a private interest or for making a profit.

All Board Members, Officers, and other representatives of Propel must avoid potential conflicts of interest. A potential conflict of interest exists whenever you have an outside interest, direct or indirect, which conflicts with your duty to Propel or adversely affects your judgment in performing your duties with Propel. Because the appearance of a conflict of interest may be just as damaging to Propel's reputation as a real conflict, you must avoid situations that appear to conflict with your duties to Propel.

Propel's name is not to be used as leverage by Board Members or Officers to enhance their own opportunities. Propel's name is not to be used by Board Members or Officers when dealing with others in political, investment, business or purchasing activities.

If a conflict of interest or potential conflict of interest arises a description of the conflict and its extent must be fully disclosed immediately to Propel's attorney, who, after making a thorough review of the circumstances, will report to the Board's Executive Committee. The Executive Committee will determine appropriate action to be taken.

No contract or transaction between Propel and a Board Member or Officer, or any organization in which the Board Member or Officer has a financial or beneficial interest or is serving as a Board Member or officer shall be authorized unless it has been adopted and approved in accordance with the Public School Code of 1949, 24 P.S. § 1-101, *et seq.* and the Non-profit Corporation Law at 15 Pa. C.S.A. § 5725(a).

Unless specifically approved by the Board or a committee of the Board, a Board Member or Officer shall not serve on the board of any entity that competes directly with Propel. Should a conflict develop, Propel reserves the right to request the Board Member or Officer involved to resign from either the Board or from the conflicting position.

ADOPTED: June 17, 2013

Board Members and Officers are to render efficient and courteous service without expectation of reward. Cash or gifts be declined or redirected to Propel as a contribution.

A Board Member or Officer shall not acquire or appropriate for personal use any Propel property, service, or revenue opportunity.

A Board Member or Officer shall not use Propel funds contributing or otherwise supporting any candidate for any election to any local, state, or federal office.

STATEMENT OF FINANCIAL INTEREST

The Public Office and Employee Ethics Act requires Board Members to file annual statements of their personal financial interests. Board members are required to file such statements annually by May 1. A copy of each Member's annual statement of personal financial interest will be kept on file by Propel. Members joining the Board between January 1 and May 1 must file the statement no later than May 1 of the year in which they joined the Board. Members joining after May 1 must file the statement by May 1 of the following year. The law provides for penalties and fines for failure to file the required annual statement of personal financial interests. Questions about the statement should be directed to Propel's attorney.

Date Last Modified	Name	Modifications
4/6/2018	Jaclyn Hoover	Format Revision

Approved By	Date
Dr. Tina Chekan	
Board of Trustees	July 17, 2013

ADOPTED: June 17, 2013