

ALBANY COUNTY PINE HILLS LAND AUTHORITY (“Authority”)  
CONFLICT OF INTEREST POLICY

Authority Members, officers and employees shall be provided with this Conflict of Interest Policy upon commencement of employment or appointment and required to acknowledge that they have read, understand and are in compliance with the terms of the policy. Members, officers and employees should review on an ongoing basis circumstances that constitute a conflict of interest or the appearance of a conflict of interest, abide by this policy and seek guidance when necessary and appropriate. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable the Authority or public authorities.

Conflicts of Interest: A conflict of interest is a situation in which the financial, familial, or personal interests of a Member, officer or employee come into actual or perceived conflict with their duties and responsibilities with the Authority. Perceived conflicts of interest are situations where there is the appearance that a Member, officer or employee can personally benefit from actions or decisions made in their official capacity, or where a Member, officer or employee may be influenced to act in a manner that does not represent the best interests of the Authority. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a Member, officer or employee may have a conflict. The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this Policy.

Members, officers and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a Member, officer or employee has or will have:

- A financial or personal interest in any person, firm, corporation or association which has or will have a transaction, agreement or any other arrangement in which the Authority participates.
- The ability to use his or her position, confidential information or the assets of the Authority, to his or her personal advantage.
- Solicited or accepted a gift of any amount under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any action on his/her part.
- Any other circumstance that may or appear to make it difficult for the Member, officer or employee to exercise independent judgment and properly exercise his or her official duties.

PROCEDURES

Duty to Disclose: All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith to the Authority Board and/or Governance Committee and/or the Ethics Officer (who shall be the Authority's counsel). Such written disclosure shall be made part of the official record of the proceedings of the Authority.

Determining Whether a Conflict of Interest Exists: The Governance Committee and/or Ethics Officer shall advise the individual who appears to have a conflict of interest how to proceed.

Recusal and Abstention: No Member, officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any organization in which he or she is deemed to have an interest. Members and employees must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned, and are prohibited from attempting to influence other Members or employees in the deliberation and voting on the matter.

Records of Conflicts of Interest: The minutes of the Authority's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.

Annual Submission of Disclosure Statement. Members shall, on their initial appointment and annually thereafter, submit the attached "Conflict of Interest Disclosure Statement".

Reporting of Violations: Members, officers and employees should promptly report any violations of this policy to his or her supervisor, or to the Authority's Ethics Officer, or human resources representative in accordance with the Authority's Whistleblower Policy and Procedures.

Penalties: Any Member, officer or employee that fails to comply with this policy may be penalized in the manner provided for in law, rules or regulations.

**ALBANY COUNTY PINE HILLS LAND AUTHORITY**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

This Disclosure Statement shall be completed and submitted by all Members as soon as reasonably practicable following appointment, to the Authority and on an annual periodicity during their term on the Authority Board.

Pursuant to the purposes and intent of the policy on conflicts of interest requiring disclosure of certain interests, adopted by the Authority Members, a copy of which has been furnished to me, I hereby state that I have read and understand the policy and agree to comply with the policy. I hereby state that I and/or members of my immediate family have no affiliations or interests and have taken part in no transaction which, when considered in connection with my relation to the Corporation, might constitute a conflict of interest, EXCEPT as is noted below. (If none, write "None". Please use additional paper if more space is needed.)

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Please also provide below your employment position(s), as well as any other Board or Officer appointments/positions:

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I also agree to report (as soon as practicable) to the Corporate Counsel or Governance Committee in writing of any situations that may develop in the above areas.

Printed Name:

Date:

Signature: