

# **CONFLICT OF INTEREST POLICY**

## **WESTON NEWS, INC.**

**EFFECTIVE AUGUST 5, 2025**

### **Article I – Purpose**

The purpose of this Conflict of Interest Policy (the “Policy”) is to protect the interests of Weston News, Inc., doing business as Weston Observer (the “Organization”), by preventing the personal interests of employees and volunteers from interfering with their duties to the Organization and avoiding any unethical financial or professional gain on the part of such individuals. The intent of this Policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest, including those applicable to charitable organizations.

### **Article II – Persons Concerned**

This Policy applies to all employees and volunteers (“Interested Person”), acting on behalf of the Organization, who could benefit personally from a decision made in such person’s organizational capacity or who have proprietary information regarding the Organization. This may include indirect benefits, such as to family members, businesses or organizations with which the person is closely associated. Family members mean any child, stepchild, parent, stepparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law of a person and any person (other than a tenant or an employee) sharing the household of such person.

### **Article III – Conflicts of Interest**

Conflicts of interest in the workplace arise when personal interests, relationships, or activities interfere with or could compromise the professional duties, judgment, or actions of a person. Examples include:

- Starting a business that competes with the Organization

- Investing in a company that is a client or competitor of the Organization

- Receiving gifts or favors of a substantial value from clients that could influence decisions

- Using the Organization’s resources for personal gain

- Accepting payment from a competitor for confidential information

- Sharing confidential information with a competitor

- Using a position to influence business decisions that benefit a friend or family member

- Relationships that lead to favoritism, biased decisions or lack of disciplinary action

## **Article IV – Procedures**

### **1. Duty to Disclose**

Each Interested Person is under an obligation to disclose to the Board of Directors of the Organization (the “Board”) the existence or potential existence of a conflict of interest as it arises.

### **2. Investigating Conflicts**

When a potential conflict of interest is disclosed, the Board will provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If the Board determines that a conflict does not exist, the inquiry will be documented but no further action will be taken.

### **3. Addressing a Conflict of Interest**

If the Board determines that a conflict of interest exists, it will take appropriate actions to address the conflict. Affected parties will be notified.

### **4. Disciplinary Action**

All conflicts of interest will be reviewed on a case-by-case basis. The Board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the Board reasonably believes that an Interested Person has failed to disclose an existing or possible conflict of interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the conflict of interest.

After hearing the individual’s response and investigating further as warranted by the circumstances, the Board may take appropriate disciplinary action, including removal from the position at the Organization.

### **5. Notice of Annual Statements**

Every Interested Person must sign a Conflict of Interest Disclosure Statement upon the individual’s employment or other relationship with the Organization and must do so annually. Failure to sign does not nullify the Policy.

**Article V – Disclosure Statement**

**WESTON NEWS, INC.**

**D/B/A WESTON OBSERVER**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Name: \_\_\_\_\_

Position with Organization: \_\_\_\_\_

I, \_\_\_\_\_, affirm the following:

\_\_\_\_\_ I have received a copy of the Weston News, Inc. Conflict of Interest Policy;

\_\_\_\_\_ I have read and understand the Policy;

\_\_\_\_\_ I have complied with and will continue to comply with the Policy; and

\_\_\_\_\_ I understand Weston News, Inc. is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_