

## **Acknowledgement**

The standard of behavior at the Montauk Public Library is that all Trustees, officers and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Montauk public Library on the one hand, and their personal, professional and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Montauk Public Library decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library officers and employees both paid and unpaid.

Upon or before election, hiring and appointment, and annually thereafter, I will make a full, written disclosure of any and all interests, relationships, related party transactions, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, related parties, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect the spirit as well as its wording.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_