

Princeton Athletic Club of Princeton, New Jersey, Inc.

Conflicts-of-Interest Policy

Adapted from Road Runners Club of America – 2017

The Officers, Directors, and employees of Princeton Athletic Club of Princeton, New Jersey, Inc. (PAC) owe a duty of loyalty to PAC, which requires that in serving PAC they act, not in their personal interests or in the interests of others, but rather solely in the interests of PAC. Officers, Directors, and employees must have undivided allegiance to PAC's mission and may not use their positions, information they have about PAC, or PAC's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives.

The conduct of personal business between any Officer, Director, and employee and PAC is prohibited. Business transactions of PAC in which an Officer, Director, or employee has an interest is prohibited. Proposed transactions shall be reviewed carefully to determine that they are in the best interests of PAC, and that they will not lead to a conflict of interest.

For the purposes of this policy, an Officer, Director, or employee has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, principal officer, or employee in any such organization. Prior to the start of any negotiations, or consideration of a grant request by PAC, Officers, Directors, and employees are expected to make full disclosure, to the best of their knowledge, of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of PAC. In matters requiring prior approval of the Board of Directors, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

An Officer, Director, or employee with a dual interest in a proposed transaction shall not vote on the matter and, depending upon the circumstances, may be excluded from any discussion of the matter.

An Officer, Director, or employee shall not use inside information of PAC for his/her personal benefit, or use such inside information or his/her position as Officer, Director, or employee to the detriment of PAC. Inside information is information obtained through the Officer's, Director's, or employee's position that has not become public information.

Each Officer, Director, and employee has a duty to place the interests of PAC foremost in any dealings involving PAC and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Officer and Director is required to complete a Conflict of Interest Disclosure Statement.

Princeton Athletic Club of Princeton, New Jersey, Inc.
Conflict-of-Interest Disclosure Statement

Please initial and date in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the President.

- A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and Princeton Athletic Club of Princeton, New Jersey, Inc. on the other. _____

- B. The following are relationships, interests, or situations involving me or a member of my family which I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and Princeton Athletic Club of Princeton, New Jersey, Inc. on the other.

For-profit corporate directorships, positions, and employment with:

Nonprofit trusteeships of positions:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

- C. My primary business or occupation at this time is: _____

I have read and understand Princeton Athletic Club of Princeton, New Jersey, Inc.'s Conflict of Interest policy and agree to be bound by it. I will promptly inform the President of Princeton Athletic Club of Princeton, New Jersey, Inc. of any material change that develops in the information contained in the foregoing statement.

Type/print name

Signature

Date