

**Code of Ethics Acknowledgement and Conflict of Interest Disclosure Form**  
**Members of the TPSS Co-op (the Co-op) Board of Representatives**

Please answer the following questions to the best of your knowledge and provide explanations as necessary. A glossary of key terms is attached for your reference.

Note: Each **annual** cycle represents a new disclosure period; therefore, even if you disclosed a specific activity in a previous period, if it still applies, you should disclose that activity again in the current form.

**A. Direct Business Relationships with the Co-op:**

Do you or a family member have or seek to have a direct business relationship with the Co-op?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Provide explanation in designated space below.)

**B. Indirect Business Relationships with the Co-op:**

Do you or a family member have any of the following relationships?:

- a. Serve as a board member or otherwise volunteer for an organization that does business, or seeks to do business, with the Co-op?
- b. Work as an employee or consultant for an organization that does business, or seeks to do business with the Co-op?
- c. Have a material financial or ownership interest in an organization that does business, or seeks to do business, with the Co-op?

*Note: If you need help answering this question, the GM can provide you with a list of the Co-op's key providers and vendors. Because the GM's list may not be all-inclusive, if you are aware of another organization, either for-profit or non-profit, for which this question applies, please provide that information as well.*

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Provide explanation in designated space below.)

**C. Opposing/Competing Relationships with the Co-op:**

Do you have a relationship with an organization that competes with, or has an otherwise adverse relationship, with the Co-op?

*Examples would be if you serve as a board member, volunteer or work for, or have a material financial or ownership interest in an organization whose public policy positions generally are at odds with those of the Co-op, as well as organizations that potentially compete with the Co-op.*

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Provide explanation in designated space below.)

D. **“Dual Loyalties” Relationships:**

Do you have a relationship with an organization that is similar to the Co-op?

*Examples would be if you serve as a board member, volunteer or work for, or have a material financial or ownership interest in an organization that has a similar mission to the Co-op or serves similar consumers.*

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Provide explanation in designated space below.)

E. **Interpersonal Relationships:**

Do you have any family or business relationship(s) with any other Co-op board member employee (current employee or anticipated new hire)?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Provide explanation in designated space below.)

F. **Other:**

Are you involved in any other activities, interests, or relationships that are not covered in the above questions that could be perceived as a conflict of interest with the Co-op?

*When determining if something should be disclosed, keep in mind situations that could impact the Co-op's reputation. Ask yourself: How would you feel if it were on the front page of the newspaper? How would it be perceived by an outsider?*

\_\_\_\_\_ None

\_\_\_\_\_ Yes (Provide explanation in designated space below.)

***Explanations:***

If you answered "Yes" to any of the questions above, please provide an explanation here to sufficiently describe the situation.

**I certify that I have read, I understand, and I agree to comply with the Code of Ethics for Members of the TPSS Board of Representatives. I also certify that the above information is complete and accurate to the best of my knowledge**

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

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

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

**Code of Ethics Acknowledgement and  
Conflict of Interest Disclosure Form  
Glossary**

**Direct Business Relationship:** *Includes contracts for the performance of services, e.g., consulting services, or contracts of sale, lease, and license as well as loans, grants or other financial assistance.*

**Family Member:** *A family member is defined as your spouse or domestic partner; parents; grandparents; great-grandparents; siblings; children; grandchildren; great-grandchildren; and spouses of siblings, children, grandchildren, and great-grandchildren. (This includes step-family members), or someone with whom you have a significant relationship.*

**Material Financial or Ownership Interest:** *ownership or investment interest (representing more than 1%) in a business entity that does or seeks to do business with the Co-op.*

**Mitigation Plan:** *are actions that outline your responsibilities so that your conflict of interest, real or perceived, does not impact your ability to make objective business decisions or negatively impact the Co-op.*

**Significant Relationship:** *family who are your and/or your spouse's/domestic partner's parents, siblings & their spouses and/or domestic partners and children (natural, adopted or foster) and those with whom there is a professional, economic, dependent, romantic or close personal relationship.*