

1150	Conflict of Interest Statement and Confidentiality Agreement
Approval Date:	April 2015
Category:	Foundations and Basic Commitments
Governance Accountability:	Board of Directors, Leadership
Primary Audience:	Employees, Volunteers, Board of Directors

To: Officers, Directors, Committee Members, Staff Members, and certain Consultants

The undersigned has had and will have possession of or access to confidential information relating to the business of Pine Lake Preparatory, including without limitation and whether communicated in written or oral format, writings, equipment, processes, drawings, reports, manuals, invention records, financial information, business plans, student/associate lists, the identity of or other facts relating to prospective customers, inventory lists, arrangements with suppliers and customers, computer programs, or other material embodying trade secrets, customer or product information or technical or business information of Pine Lake Preparatory. All such information, other than any information that is in the public domain through no act or omission of the undersigned in breach of this agreement or which he or she is authorized to disclose by Pine Lake Preparatory, is referred to collectively as the "Company Information." During and for a period not less than the one year anniversary of the undersigned's termination of association with Pine Lake Preparatory or longer as required by applicable law, the undersigned shall not (i) use or exploit in any manner the Company Information to himself or herself or any person, partnership, association, corporation or other entity other than Pine Lake Preparatory, (ii) remove any Company Information, or any reproduction thereof, from the possession or control of the Company or (iii) treat Company Information otherwise than in a confidential manner.

No voting members of the governing board (Pine Lake Preparatory Board of Directors) shall be an employee of a for-profit company that provides substantial services to the charter school for a fee. No employee of the charter school shall be immediate family (as defined in G.S. 115C-12.2) to any member of the nonprofit board of directors (PLP Board of Directors). No employee of the charter school, whether hired by the board of

directors or a management company, shall be a voting member of the nonprofit board of directors.

No member of the Board of Directors or any of its committees, staff, or consultants shall derive any personal profit or gain, directly or indirectly, by reasons of his or her participation with Pine Lake Preparatory. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board of Directors, any committee member or staff who is also an officer, board member, a committee member or a staff member of a client organization or vendor of Pine Lake Preparatory shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that affiliated agency, he or she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board of Directors.

Any member of the Board of Directors, any committee member, staff and certain consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of his or her affiliation.

At this time, I am a director or officer, a committee member, consultant or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any manner, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Pine Lake Preparatory, which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged any transaction with Pine Lake Preparatory.

Any exceptions to 1 or 2 above are stated herein below with a full description of the transactions and of the interest, whether direct or indirect, which I have had (or have not had) during the past year with the persons or organizations having transactions with Pine Lake Preparatory.