

Packaging EPR Advisory Board

Conflict of Interest Policy

Purpose of the policy

Pursuant to [Minn. Stat. ch. 115A.1444](#) this form gives Packaging EPR Advisory Board Members (Board) an opportunity to disclose any actual, potential, or perceived conflicts of interest that exist. Disclosure is required to be cited as part of all minutes of the Board that include Board action and will be publicly posted.

This Board establishes a process for the Minnesota Pollution Control Agency and registered producer responsibility organization(s) to get feedback from those impacted by the Packaging Waste and Cost Reduction Act. Members of the Board are tasked with participating in review and formulating recommendations in the form of written comments of study documents, plans, and program operations. For most Board members these activities will have direct or indirect impact on the organizations and people they represent.

To comply with the requirements each Board member must:

- review this policy and comply with the procedures as required;
- disclose actual, potential, or perceived conflicts of interest you may have because of your employment or financial holdings with respect to yourself or family members; and
- disclose any instance of actual or perceived conflicts of interest at each meeting of the Board at which recommendations regarding stewardship plans, programs, operations, or activities are made.

Private and personal interest

Actual conflict of interest: When a Board member has an interest that influences their Board responsibilities to the extent that their responsibilities or decisions are influenced to the detriment of the public or the benefit of the Board member's personal interest. Such action may include a Board member receiving a direct or indirect financial benefit because of using their Board position and/or influence; or the outside influence could be so prevalent that the Board decision is influenced or dictated by an outside interest.

Potential conflict of interest: When a Board member is in a situation in which their outside, private influence and/or interests that could influence Board decisions, actions, or responsibilities.

Appearance of a conflict of interest: When a Board member is in any situation in which a reasonable person would conclude there is an outside influence and/or interest that conflicts with Board duties or responsibilities.

Disclosure

- ☐ I certify that I have read and understand the description of conflict of interest within this policy.
- ☐ I certify, that if at any time during Board activities I discover a conflict of interest, I will disclose that conflict immediately to appropriate Board staff.
- ☐ I understand that a summary of my disclosure will be publicly posted for transparency as to comply with the requirements of [Minn. Stat. ch. 115A.1444](#).

Check one of the three boxes below as appropriate to you:

- ☐ I DO NOT have any conflicts of interest and am able to participate in all Board activities without disclosure.

AND/OR

- ☐ I have an ACTUAL or POTENTIAL conflict of interest. *(The Board member may state any and all agencies or organizations with which they have a conflict of interest and describe the nature of the conflict in the space below).*

Describe here: Click or tap here to enter text.

AND/OR

- ☐ I have a possible PERCEIVED conflict of interest. *(Describe the nature of the perceived conflict of interest below).*

Describe here: Click or tap here to enter text.

Board member's electronic signature: Click or tap here to enter text.

Date: mm/dd/yyyy