



Washington Japanese Heritage Center (Keisho Center)

ワシントン日本語継承センター

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## **CERTIFICATION REGARDING CONFLICTS OF INTEREST POLICY AND PROCEDURE**

All Board Directors and any other staff members with financial responsibilities are required by Keisho's bylaws to sign the Certification Regarding Conflicts of Interest annually.

Each year, the General Manager (GM) or Secretary will request that the each staff member requiring the Certification to declare potential conflicts of interest (if any) and sign the document.

The GM or Secretary will scan the signed Certifications, save them on DropBox, and store the hard copies in the file cabinet in the Keisho library room.