

EQUIPMENT & TOOL INSTITUTE CONFLICT OF INTEREST POLICY

The following statement of policy applies to each officer, director, member of a Board Committee, and employee of Equipment & Tool Institute (“ETI Person”). No ETI Person shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the Equipment & Tool Institute (“ETI”) and his or her company, family, or personal interests arises.

It is the policy of ETI that no ETI Person or their Family Members should derive any personal economic benefit, directly or indirectly, by reason of such person’s office, membership on the Board of Directors or a Board Committee, services to the Board or the Board Committee or because of employment by ETI (except in the case of employees for reasonable compensation). Each director or member of a Board Committee shall disclose to the Board or the Board Committee any personal interest which he or she or any Family Member may have in any matter pending, or expected to come, before the Board or Board Committee. Each employee shall disclose to the President any personal interest which he or she or any Family Member may have in any matter or transaction involving ETI.

Each ETI Person shall submit an annual disclosure statement listing all organizations which will, or may be reasonably expected to, engage in business transactions (other than payment of dues or grants) with ETI, and in which such ETI person or a Family Member has a Material Financial Interest or in which the ETI Person or a Family Member acts as a director, consultant, partner, trustee, officer, member of the executive committee or employee. An ETI Person or Family Member has a Material Financial Interest in an organization if he or she (i) owns, directly or indirectly, more than 5% of the organization’s equity interest, (ii) is owed money by the organization in excess of 5% of the organization’s overall indebtedness or in excess of 2% of the ETI Person or Family Member’s net worth, or (iii) receives compensation from the Entity in excess of 2% of the income of the ETI Person or Family Member.

Disclosure statements, which shall be updated periodically as necessitated by new potential conflicts, shall be submitted to the Executive Manager, who with the President shall be responsible for the administration of this policy. If a disclosure shows that there is or may be a conflict of interest with respect to a pending transaction, the Board shall be so advised and the matter shall be handled as provided below.

An ETI Person who has a conflict of interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, except that such individual shall provide information and interpretation as requested by the Board or Board Committee. In the case of an officer, director or member of a Board Committee, he or she shall not vote on the matter in question and, if so requested by the President or Chairman of the Board Committee or any member of the Board or Board Committee, shall not be present at the time of the final discussion and/or vote.

Equipment & Tool Institute Conflict of Interest Statement

To be filled once a year by each ETI Employee, Officer, Director or Board Committee Member.

Name	Date
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Please disclose any personal interest which you or any of your Family Members may have in any matter pending, or expected to come, before the ETI Board of Directors or Board Committee.

If you are an ETI Employee, please disclose any personal interest which you or any member of your family may have in any matter or transaction involving ETI.

List all organizations which will, or may be reasonably expected to, engage in business transactions (other than payment of dues or grants) with ETI, and in which such ETI person or a Family Member has a Material Financial Interest or in which the ETI Person or a Family Member acts as a director, consultant, partner, trustee, officer, member of the executive committee or employee. An ETI Person or Family Member has a Material Financial Interest in an organization if he or she (i) owns, directly or indirectly, more than 5% of the organization's equity interest, (ii) is owed money by the organization in excess of 5% of the organization's overall indebtedness or in excess of 2% of the ETI Person or Family Member's net worth, or (iii) receives compensation from the Entity in excess of 2% of the income of the ETI Person or Family Member.

Signature
