



Policies and Procedures: Regarding Conflict of Interest

Board members and employee/staff are required to conduct themselves at all times in accordance with good professional judgment for the sole benefit of the organization and in such a manner as to not create a conflict of interest or the gross appearance of such conflict.

A conflict of interest exists when an employee's duty to give individual loyalty to the organization can be prejudiced by actual or potential benefit from another source. Individuals should refrain from entering into any particular transaction or establishing any relationship with others if the employee's duty of loyalty and diligence to the organization is or may be impaired.

The following are some examples of actions or activities which may create an actual conflict of interest or give the gross appearance of a conflict:

- Engaging in any outside activity, which detracts from the efficiency of your duties to the organization.
- This includes serving on the board of organizations that are current or potential grantees of the Foundation without the approval of the President and the Board of Directors
- Engaging in any activity which conflicts with the interest or purpose of the organization
- Engaging in any financial, business, or other relationships with current or potential grantees of the organization
- Accepting in any form whatsoever, any remuneration, compensation, or gift from current or potential grantees of the organization. Likewise, no employee/staff shall provide or give gifts or favors to others where these might appear designed to influence improperly others in their relations with the organization
- Failing to disclose to the President that an immediate family member is affiliated with a grantee or applicant

All board members and employee/staff are under a continuing obligation to make full disclosure to the President of all situations involving either actual or potential conflicts of interest, whenever such situations may arise. If the organization determines that a conflict of interest or gross appearance of such conflict exists, the individual may be asked to correct or remedy the situation immediately. Depending on the circumstances, the individual may be subject to discipline, up to and including termination, for having engaged in conduct which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

Signature Date _____

Name (typed or printed) _____

Signature _____