

Conflict of Interest Policy, Disclosure, and Statement

Adopted: November 18, 2021

Reviewed:

Purpose:

Conflict of interest is a set of conditions in which professional judgment concerning a primary interest may be unduly influenced by a secondary interest. Primary interests are determined by professional duties. Secondary interests involve benefits to the professional. These benefits may include: financial gain; professional advancement; and professional or public recognition.

Secondary interests are not illegitimate in themselves, and may even be necessary and desirable, however, the best interests of the non-profit organization must be clearly apparent to anyone who may access the public records of the organization. In other words, the organization must take measures to ensure that no appearance of a conflict of interest exists. Problems can occur not only when or if secondary interests crowd out the primary interests and commitments, but also if it merely *appears* to donors or others served by the organization that a Board member may have had a voice in a decision that resulted in his or her personal or professional gain. Disclosure and documentation of potential conflicts of interest and documentation of voting records on decisions can be helpful to an organization in assuring donors, or others, of the organization's diligence in preventing conflicts of interest.

Definitions:

Immediate family members: spouse, domestic partner, natural or adoptive parent, child or sibling, stepparent, stepchild, stepbrother, stepsister, father in law, mother in law, son in law, daughter in law, grandparent, grandchild, and the spouse of a grandparent or grandchild.

Conflict of Interest Statement and Disclosure Requirements

It is the policy of Believe in Me that Board members who approve policy and act on matters of financial significance for the benefit of Believe in Me to disclose any proprietary, financial, professional or other personal interests that may influence Foundation policies and Board motions for approval. As a condition for membership on the Board of Directors, Believe in Me requires that each Director reviews and completes the following disclosure and statement.

All disclosures will be reviewed by the board, additional information may be requested for further review. It may be necessary to interview the director or their immediate family member for more relevant information.

Under the direction of the board a management plan may be recommended for any disclosure that might result in an actual or perceived conflict of Interest.

Determinations under the direction of the board regarding real or potential conflicts of interest, which may include:

- Determination that no conflict of Interest exists
- Determination that a conflict or potential Conflict of Interest does exist and recommend management plans to avoid the conflict. If a management plan is implemented the board will manage the plan.

Conflict of Interest Disclosure

Are you aware of any situations that may have appeared to have benefited or promoted the interest of you, your immediate family members or associates as a result of your position with Believe in Me?

Yes No

If yes, please explain

Have you offered or agreed to influence Believe in Me business transactions with, or otherwise promote the interests of, any outside entity in exchange for receiving benefits for yourself, your family or associates?

Yes No

If yes, please explain

Do you or your immediate family members engage in or have a significant financial interest, or other significant relationship in a business that is in direct competition with Believe in Me?

Yes No

If yes, please explain

Do you or your immediate family members have a significant financial interest, or other significant relationship in a business that has a direct business relationship with Believe in Me?

Yes No

If yes, please explain

Do you or your immediate family members serve as a Director, Board Member or any other official capacity for another organization?

Yes No

If yes, please explain

Have you disclosed or used for personal gain or other unauthorized purposes, privileged or sensitive information acquired in connection with your relationship and responsibilities Believe in Me?

Yes No

If yes, please explain

Conflict of Interest Statement

I, _____, declare that I have no proprietary, financial, professional or other personal interest of any nature or kind in any product, service and/or company that could be construed as influencing my position as a Director of Believe in Me except for the following:

My signature below confirms that I have disclosed any potential conflict of interest and that I agree to abstain from voting on issues in which the appearance of a conflict of interest may be seen to exist. I also agree to resubmit this form should I enter into any situations where a new conflict of interest (real or perceived) arises.

Printed Name -----

Signature -----

Date -----