

Mt. Pleasant Area

community foundationSM

Conflict of Interest Policy

I. Introduction

The Community Foundation is a publicly supported charitable foundation serving communities in Isabella County and is dedicated to its mission of expanding private philanthropy in those communities. The Community Foundation operates within the public trust and strives to maintain the highest code of conduct in all of its operations.

The Community Foundation recognizes that it can best accomplish its mission when its trustees, committee members, employees, consultants/contractors, interns, volunteers and other groups associated with it represent the diverse interests, cultures, occupations and expertise of the community. Thus, the Community Foundation recognizes that members of the Board of Trustees and others representing or affiliated with the Community Foundation will from time to time face possible conflicts of interest or situations in which the appearance of conflict of interest could be detrimental to the Community Foundation and the communities it serves. The Community Foundation adopts this policy in recognition of its responsibility to the public trust, in recognition of the importance of fairness and objectivity in its conduct of business, as a means of assuring that every decision of the Community Foundation is made in the interest of the Community Foundation and the communities it serves and as a means of publicly codifying its expectations of trustees, committee members, employees, consultants/contractors, interns, volunteers, and others serving the Community Foundation.

This Conflict of Interest Policy applies to all persons holding positions of responsibility and trust on behalf of the Community Foundation, including but not limited to trustees, committee members, employees, consultants/contractors, interns, volunteers, and others serving the Community Foundation (hereinafter "personnel"). This policy shall be provided to all personnel at the time they are asked to serve the Community Foundation and annually thereafter.

II. General Policies and Expectations

Personnel of the Community Foundation are expected to commit themselves to ethical and professional conduct. This includes the proper use of authority and appropriate decorum.

Personnel must represent unconflicted loyalty to the interests of the Community Foundation. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, business interests, personal interests or paid or volunteer service to other organizations. It also supersedes the personal interest of any employee or volunteer acting as a consumer or client of the Community Foundation's services.

It is the policy of the Community Foundation that no member shall derive any personal profit or gain, directly or indirectly, by reason of his or her service to the Community Foundation. There may be no self-dealing or any conduct of private business or personal services between any

personnel and the Community Foundation except those conducted in an open and objective manner to ensure equal competitive opportunity and equal access to information.

Trustees and committee members must not use their positions to obtain employment in the Community Foundation for themselves, family members or close associates. Should a trustee or committee member desire employment, he or she must first resign.

Trustees and committee members may not attempt to exercise individual authority over the policies and operations of the Community Foundation except through their roles as voting members of the board or committees. Employees may not attempt to exercise individual authority over the policies and operations of the Community Foundation except through their specific job responsibilities and established supervisory structure.

Trustees and committee members in their interaction with the press and the public must recognize the inability of any individual member of the board or committee to speak for the Community Foundation except as expressly authorized by the Board President. Employees in their interactions with the press and the public must recognize the inability of any individual employee to speak for the Community Foundation except as expressly authorized by the Executive Director.

The Community Foundation will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its IRS 990. However, all personnel must hold strictly confidential all issues of a private nature, including, but not limited to, issues related to private businesses, contributions from individuals, businesses and other private entities, and all personnel matters.

III. Policies on Conflict of Interest

In conducting the affairs of the Community Foundation, duality or conflict of interest shall be presumed when a person to whom this policy applies or a member of his/her immediate family serves as a trustee, officer, staff member or holder of more than 10% of corporate stock of an affected organization or firm; has a formal affiliation or interest in an affected organization or firm; or could expect financial gain or loss from a particular decision.

Before a trustee, committee member, employee, consultant/contractor, intern, or volunteer begins his or her service with the Community Foundation, he or she shall file with the Community Foundation a list of his or her principal business activities, as well as involvement with other charitable and business organizations, vendors or business interests, or with any other associations that might produce a conflict of interest.

In addition to the disclosure required by the previous paragraph, personnel is under an obligation to the Community Foundation, to his or her fellow staff or volunteers, and to the community served by the Community Foundation to inform the Community Foundation of any position he or she holds or of any business or a vocational activity that may result in a possible conflict of interest or bias for or against a particular grantee, action or policy, at the time such grant, action or policy is under consideration by the Board of Trustees or any committee of the Community Foundation. Any duality or possible conflict of interest on the part of personnel shall be disclosed to the Board President (in the case of volunteers) or the Executive Director (in

the case of staff members) and made a matter of record as soon as the issue in question is raised and a possible conflict is known.

When the Board of Trustees, committee or staff is to decide upon an issue about which personnel has an unavoidable conflict of interest, that personnel shall physically absent herself or himself without comment from not only the vote, but also from the deliberation, unless directly requested by the Board President or relevant committee to provide factual information or answer factual questions that may assist the Board of Trustees or committee in making a wise decision. In no case shall those personnel vote on such matter or attempt to exert personal influence in connection therewith.

Disclosure and abstention shall be recorded in the minutes of the meeting(s) at which the issue is discussed and decided.

In any situation not specifically covered by the previous sections of this policy, personnel shall consider carefully any potential conflict of their personal interests with the interests of the Community Foundation and refrain from any action that might be perceived as an actual or apparent conflict of interest.

IV. Examples of Appropriate Actions under this Policy

Example 1. An officer or other paid employee of a bank or other financial institution who is also a trustee or finance committee member of the Community Foundation should inform the Board President of his or her potential conflict of interest and abstain from discussing or voting on the retaining, employing or dismissing of his or her financial institution as an investment manager of the Community Foundation.

Example 2. A trustee or grant review committee member who is also a board, staff or committee member of a proposed grantee should inform the Board President or presiding committee chair of his or her conflict of interest and abstain from voting on or discussing any motion for or against the proposed grant, except as expressly requested by the Board President or presiding committee chair to provide factual information or answer factual questions that would be useful to the Board of Trustees or committee in making its decisions. If several grants are being voted upon concurrently, the trustee or committee member must voice his or her conflict of interest to the Board President or presiding committee chair before the vote so that a vote on the grant with which there is a conflict may be taken separately.

Example 3. A trustee or committee member whose personal financial interests could be positively or adversely affected by the Community Foundation's accepting, holding or disposing of a particular gift from a donor or by knowledge of the gift should inform the Board President of his or her potential conflict of interest; refrain from seeking, obtaining or reviewing non-public information about the gift; and abstain from discussing or voting on acceptance of the gift.

V. Duties of the Board President and Executive Director

The Board President shall be responsible for the application and interpretation of these policies as they relate to trustees, committee members or the Executive Director. The Executive Director shall be responsible for the application and interpretation of the above policies as they relate to staff, interns and other volunteers.

VI. Duties of Personnel

Each trustee has the affirmative responsibility to report to the Board President (in the case of concerns related to board or committee members or the Executive Director) or to the Executive Director (in the case of concerns related to staff, interns and other volunteers) any and all knowledge of any action or conduct that appears to be contrary to this policy.

VII. Disclosure

I have listed below my principal business activities and those of my immediate family and those charitable organizations that employ me or a member of my family or for which one of us serves as a member of the board.

Name of Organization	Nature of Affiliation

I hereby certify that I have read, understood, and agree to the Community Foundation’s Conflict of Interest Policy as described and that the information given above is complete and accurate to the best of my knowledge.

_____ **Printed Name**

_____ **Date**

_____ **Signature**