



Updated April 2023

CONFLICT OF INTEREST POLICY

A. Purpose: The purpose of this conflict-of-interest policy is to ensure that the decisions and actions of foundation are guided solely by the best interests of its mission, beneficiaries, and stakeholders. By identifying, disclosing, and managing potential conflicts of interest, we maintain transparency, integrity, and accountability, while preserving public trust and confidence in our organization. This policy fosters a culture of ethical conduct and provides a clear framework for the board, staff, and volunteers to navigate potential conflicts, thereby promoting the long-term sustainability and success of our organization.

B. Definitions

1. A person shall be deemed to be affiliated with an entity if:
 - a. They serve as a member of the governing body of the entity
 - b. They serve as an officer or employee of the entity, or is engaged in the management of the entity's affairs
 - c. They have a material economic relationship with the entity
 - d. They have a spouse, parent, sibling, child, or member of the immediate household who holds such a position or has such a relationship.
2. Service on the Board of the Foundation is purely voluntary and shall not be used as a means for private benefit or inurement.

C. No member of the Board who is a vendor of goods or services to the Foundation or is affiliated (see definitions) with any vendor of goods and services to the Foundation shall vote on, or participate in the administration of, any contract with such vendor.

D. No member of the Board who is a recipient of grants, goods or services from the Foundation or is affiliated (see definitions) with a recipient of grants, goods or services from the Foundation shall vote on, or participate in the administration of any contract or other arrangement with such recipient. Such member shall leave, upon request by any member of the Board, any meeting for the period of time the Board is discussing any arrangement with which that person has an affiliation

- E. No member of the staff of the Foundation shall, without previous approval of the Chair???? be affiliated with either a vendor to, or a recipient of grants, goods or services from the Foundation.
- F. Where a member of the Board is unsure whether an affiliation exists, they shall disclose the relevant facts to the Chair???? or to the Board and shall abide by their decision as to the existence of any affiliation.
- G. A member of the Board shall advise the Chair of affiliation with any existing or proposed vendor or recipient of grants, goods, or services by completing and signing the annual disclosure document attached to this policy, and at any other time when such member of the Board becomes aware of an affiliation which has not previously been disclosed.
- H. Nothing in this policy shall prevent a member of the Board who is affiliated with a recipient of grants, goods or services from the Foundation from participating in discussions relating to the scope or quality of grants, goods or services provided generally to such recipient.
- I. To satisfy the requirements of the Pennsylvania Solicitation of Funds for Charitable Purposes Act, a member of the Board or staff shall advise the Chair ???? in response to an annual questionnaire and at any other time when such person becomes aware of such relationship which has not previously been disclosed, if such person is related by blood, marriage or adoption to any other member of the Board of Directors, or to any officer, or employee of the Foundation or to any officer, agent or employee of any professional fund raising counsel or professional solicitor under contract with the Foundation, or to any supplier or vendor providing goods or services to the Foundation, and the names and business and residence addresses of any such related party.

My signature on this document acknowledges that I have read and understand the Conflict of Interest Policy and understand that it applies to me, as well as to all other Board members and staff. I agree to abide by its conditions.

Signature: _____

Dated: _____

Name Printed: _____

DISCLOSURE

Please list below any potential conflicts of interest you may have:
