



Conflict of Interest Policy Statement

The diverse interests and backgrounds of the Directors, Volunteers, Affiliates, and Employees of the Community Foundation of Northeast Iowa could result in circumstances where their service to the Foundation might present a direct or indirect conflict of interest. It is imperative that any conflict of interest, or appearance of conflict, is avoided, and that consideration of such possible conflict of interest and/or perception of conflict are viewed within the context of the “Board Expectations and Responsibilities” statement, the Personnel Manual, and other policy directives. It is recognized that the duality of interests may and will from time to time exist, and the existence of such possibility should not render service to the Foundation impossible, but the existence of a potential conflict and/or appearance of conflict can most properly be controlled by full disclosure of the interest and abstention of participation on all matters related to that possible conflicting interest.

The following policy has been established regarding conflict of interest, the potential appearance of conflict, and the duality of interests of Directors, Volunteers, Committee Members, Affiliates, and Employees of the Foundation:

1. All Directors, Volunteers, Affiliates, and Employees of the Community Foundation of Northeast Iowa shall scrupulously avoid any conflict between their own respective individual interests and the interests of the Foundation, in any and all actions taken by them on behalf of the Foundation.
2. In situations wherein a Director or Volunteer may derive personal or financial benefit from any activity of or service provided by the Foundation, such benefit is considered a conflict of interest and should be avoided. However, in the event a Director or Volunteer should have a direct or indirect interest in or relationship with any organization which enters into a transaction with the Foundation, such Director or Volunteer shall give immediate notice and full disclosure of the potential conflict which exists. Thereafter, such Director or Volunteer shall absent themselves and refrain from any review of and vote regarding the matter, and shall not attempt to affect any decision regarding the transaction. Minutes of appropriate meetings should reflect that such disclosure was made, that such Member abstained from voting, and was not counted for the purpose of determining a quorum, and that the transaction, if approved, was fair, reasonable, and in the best interests of the Foundation.
3. The foregoing, however, should not be construed to prevent interested Directors or Volunteers from briefly stating their positions in a matter, when requested by the Board for clarification, nor from responding to specific inquiries from other Directors in an attempt to render a fair and reasonable decision.
4. A significant portion of the Foundation’s activities involve the award of grants to organizations or institutions with which Directors, Volunteers, Affiliates, and Employees may have an affiliation, and from which such affected party may receive no direct personal or financial benefit. Inasmuch as the independence of the Foundation’s grant review process, and the high ethical and professional standards

to which the process must adhere, and although the foregoing requirements of paragraphs 2-3 above shall not apply, all Directors, Volunteers, Affiliates, and Employees Members are required to disclose the nature of any relationship with any grantee or prospective grantee organization. Further, such Director, Volunteer, or Employee shall abstain from any deliberations and vote pertaining to such organization or institution.

5. A copy of this Conflict of Interest Statement shall be furnished to each Director, Volunteer, and Employee of Community Foundation of Northeast Iowa. Each such person shall be required to annually execute a declaration disclosing any relationships or memberships which may present a potential conflict of interest, or an appearance of a conflict, and shall indicate that he/she has read, understands and agrees to adhere to the policy as stated.
6. The Committee on Directors will be responsible for evaluation of any potential conflicts of interest. In the event such conflict is considered to jeopardize the status of the Foundation, the Committee is responsible for making recommendations to the Executive Committee and the Board of Directors regarding a disposition.

This Conflict of Interest policy was affirmed by the Board of Directors of Community Foundation of Waterloo/Cedar Falls and Northeast Iowa at its meeting on April 2, 2001. It was re-affirmed and formally approved by the Board of Directors of Community Foundation of Northeast Iowa at its meeting on December 8, 2010.

A signed copy of the Conflict of Interest Declaration is required of all persons to whom this Conflict of Interest policy statement pertains.

Conflict of Interest Declaration

Name: **Date**

Type of Agent

Are you or any member of your immediate family employed by, associated or affiliated with any vendor, supplier or service provider to Community Foundation of Northeast Iowa?

- Yes**
- No**

If yes, please list the names of those businesses and describe the relationships therewith.

Are you, any immediate member of your family, or any firm with which you are employed by or affiliated with, compensated for services provided to Community Foundation of Northeast Iowa?

- Yes**
- No**

If yes, please describe the services and the total amount of fees or compensation received during the past twelve months.

Please provide a complete listing of all board and/or voluntary associations you have with nonprofit agencies, organizations, etc.

Are you familiar with the Foundation's Policy on Conflict of Interest, including your responsibility to abstain from any committee or board vote, attempt to influence such votes, or any other activities which would create a potential conflict of interest for you and Community Foundation of Northeast Iowa?

Yes

No

I have reviewed the Conflict of Interest Policy statement of Community Foundation of Northeast Iowa, and agree to abide by the terms of the policy.

Please Note: By entering your name in the signature line below, you are agreeing to be the specific person listed below or a representative authorized on behalf of the person listed below.

Signature