

CONFLICT OF INTEREST

The Foundation recognizes that it can best accomplish its mission when employees, board members and others associated with the Foundation are actively engaged in the civic life of the community. As a result, from time to time, conflicts will arise. One of the duties of a decision maker is loyalty. This duty states that a decision maker should be faithful to an organization's best interest and not use their organizational position or knowledge to advance a personal agenda at the organization's expense. A decision maker is a member of the board, committee members, or paid staff of CICF.

This policy is to ensure that the impartial decision making and reputation of both the Foundation and those involved with it are maintained in order to continue the public trust and strive to maintain the highest code of conduct in all of its operations. The Director of Human Resources is responsible for the administration of this policy.

1. Each decision maker has the responsibility to disclose the following:
 - a. Board membership or significant policy-level volunteer relationship with a charitable organization.
 - b. Any financial relationship involving the decision maker or any member of his/her immediate family with a charitable organization, vendor, or CICF employee.
2. During discussion on grants, contracts or financial relationships, any possible conflicts shall be disclosed before discussion begins. Any minutes of the meeting shall reflect this disclosure.
3. In cases where the decision maker is a board member or policy-level volunteer with a charitable organization he/she may participate in discussion and may choose to vote on an action.
4. In cases where the decision maker or an immediate family member has a financial relationship with a charitable organization, vendor, or CICF employee the decision maker shall recuse themselves from discussion and abstain from voting on any action.
5. Annually each decision maker must sign a Conflict of Interest statement where they acknowledge that they have read and understand and will abide to and agree with such policy.
6. Signed agreements are maintained by CICF for all board members, employees, and other parties.
7. Annually the Board of Directors and Finance and Audit Committee will review Conflict of Interest agreements and make sure information is properly recorded on Schedule L for Form 990.