



CONFLICT OF INTEREST POLICY AND DECLARATION

Overview

The Greater Salina Community Foundation (Foundation) operates within the public trust and strives to maintain the highest standards of conduct in all its operations. The Foundation recognizes that employees, directors, committee members or others representing the Foundation may face possible conflicts of interest or the appearance thereof, which could prove detrimental to the Foundation. The Foundation therefore requires that all employees, directors, and committee members complete and annually update a Conflict of Interest Declaration as a method of disclosing and ethically resolving potential conflicts of interest.

Possible conflict of interest situations may exist when an employee, director or committee member has an outside personal interest that has the potential of being at variance with the best interests of the Foundation. Even though such interest may result in no detriment to the Foundation, they may nevertheless influence or impair the exercise of independent judgement by the individual involved.

Without attempting to cover all possible relationships, conflicts of interest may arise under these types of situations with vendors, donors, and other organizations, and family:

- Currently acting in the capacity of a board member, officer, sole proprietor, partner or employee of any vendor, donor, charity or customer
- Having a substantial financial interest in any firm or business that does business with the Foundation
- Engaging in any conduct that is competitive or damaging to the Foundation
- Accepting loans, advances or excessive gifts or entertainment from any person or organization that does business with the Foundation

Conflict of Interest Definitions & Expectations

Employees, directors, and committee members of the Foundation are expected to practice ethical and professional conduct. When conducting Foundation business, accountability to Foundation interest should supersede any conflicting loyalty to advocacy or interest groups,

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business interests, personal interests, or paid/volunteer service to any other organization.

It is the policy of the Foundation that no members shall derive any personal profit or gain, directly or indirectly, by virtue of his/her service to the Foundation. This includes employees, directors, and committee members submitting grant applications to the Foundation. There may be no self-dealing or any conduct of private business between any member and the Foundation except those conducted in an open and objective manner to ensure equal competitive opportunity and equal access to information.

In conducting the affairs of the Foundation, conflict of interest shall be presumed when a member or immediate family member 1) serves as a trustee, officer, staff member, or holder of more than 10% of corporate stock of an affected organization or firm; 2) has a formal affiliation in an affected organization; or 3) could expect financial gain or loss from a particular decision. Immediate family is defined as a member's spouse, partner or dependents that live in the house.

Any possible conflict of interest on part of a member shall be disclosed to the Board Chair or Executive Director to review and determine whether a conflict of interest exists. If it is determined that a conflict of interest exists, it shall be recorded on the Conflict of Interest Declaration.

When the board, committee or staff is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall disclose such conflict before either vote or deliberation and recuse themselves not only from the vote, but also deliberation, unless directly requested by the chair of the board or relevant committee to provide factual information or answer factual questions that may assist the board or committee in making a wise decision. In the case of direct conflict, the member shall excuse themselves from the room during such action. A direct conflict is defined when a member or immediate family member is directly involved in the issue being decided upon. In no case shall that member vote on such matter or attempt to exert personal influence in connection with the issue at hand.

Disclosure and abstention shall be recorded in the minutes of the meeting at which the issues are discussed and decided.

All employees, directors and committee members are required to complete and sign a Conflict of Interest Policy and Declaration upon assuming their Foundation responsibilities and annually thereafter, which shall be retained in the board portal.



CONFLICT OF INTEREST DECLARATION

Nonprofit and Volunteer Involvement

Please list any nonprofit board or organization that you, or an immediate family member (spouse, partner or dependents living in the household) are involved with (ex: board, committee, program volunteer, church committee, etc.).

Organization	Involvement
1.	
2.	
3.	

Business Involvement

Please list any business in which you or your immediate family members are employed, that does business with the Foundation or may compete with it in some way.

Business	Involvement
1.	
2.	

I have read and understand Article 11 of the Bylaws of the Greater Salina Community Foundation and the Conflict of Interest Policy and Declaration, and have received copies of both.

_____ I have listed any potential conflicts of interest to the best of my knowledge.

_____ I do not have any potential conflicts of interest as defined in the policy or declaration.

I agree to report any changes to the board chair that may occur before the next declaration.

Signature

Date

Name (printed)