

CHARITABLE FOUNDATION OF THE ROTARY CLUB OF PRINCE GEORGE COUNTY CONFLICT-OF-INTEREST POLICY

The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of Charitable Foundation of the Rotary Club of Prince George County(CFRCPGC) board members and officers from interfering with the performance of their duties to CFRCPGC, and to ensure that there is no personal, professional, or political gain at the expense of CFRCPGC. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

A conflict of interest may exist when the interests or potential interests of any director or officer, or that person's close relative, or any individual, group, or organization to which the person associated with CFRCPGC has allegiance, may be seen as competing with the interests of CFRCPGC, or may impair such person's independence or loyalty to CFRCPGC. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, or officer in a manner that is adverse to the interests of CFRCPGC.

Examples

A conflict of interest may exist if a director or officer, or close relative thereof:

- Has a business or financial interest in any third party dealing with CFRCPGC. This does not include ownership interest of less than 5 percent of outstanding securities of public corporations.
- Holds office, serves on a board, participates in management, or is employed by any third party dealing with CFRCPGC , other than direct funders to CFRCPGC.
- Derives remuneration or other financial gain from a transaction involving CFRCPGC (other than salary reported on a W-2 or 1099 or salary and benefits expressly authorized by the board).
- Receives gifts from any third party on the basis of his or her position with CFRCPGC (other than occasional gifts valued at no more than \$[50], or if valued at more than \$[50], the gift is made available in a team space or common area for others to share — e.g., fruit baskets, boxes of candy). All other gifts should be returned to the donor with the explanation that CFRCPGC policy does not permit the acceptance of gifts. No personal gift of money should ever be accepted.
- Engages in any outside employment or other activity that will materially encroach on such person's obligations to CFRCPGC ; compete with CFRCPGC's activities; involve any use of CFRCPGC's equipment, supplies, or facilities; or imply CFRCPGC's sponsorship or support of the outside employment or activity

Use of Information

Directors and officers shall not use information received from participation in CFRCPGC affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of CFRCPGC.

Disclosure and Recusal

Whenever any director has a conflict of interest or a perceived conflict of interest with CFRCPGC, he or she shall notify the board chair of such conflict in writing.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board, or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. However, that person shall provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

Dissemination

A copy of this conflict-of-interest policy shall be furnished to each director and officer who is presently serving this organization or who may become associated with it.

Certification

The policy and its application shall be reviewed annually for the information and guidance of directors and officers, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

As administered by the board chair, each director will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter. All certifications shall be reviewed by the board as appropriate.

**CHARITABLE FOUNDATION OF THE ROTARY CLUB OF PRINCE GEORGE COUNTY
ACKNOWLEDGEMENT AND CONFIRMATION OF CONFLICT OF INTEREST POLICY**

I have read and agree to abide by CFRCPGC's Conflict-of-Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached paper.

Signature

Date

Print Name

Title