



CONFLICT OF INTEREST POLICY

The proper governance of Delaplaine Foundation, Inc. depends upon the active participation of its trustees, staff and committee members. It is important for the Foundation trustees, staff and committee members to be aware that the appearance of conflict can be troublesome even though there is in fact no actual conflict. Therefore, the Foundation President/CEO must be fully informed at all times as to the events or circumstances which might create the appearance of conflict.

The Board of Trustees, staff and/or committee members of Delaplaine Foundation are guided by this policy whenever carrying out the business of or representing the Foundation. In this capacity, each has a duty to the Foundation to guard the interests of the Foundation over any personal interest or the interest of others. In addition, trustees, staff and committee members of Delaplaine Foundation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the Foundation or cause any sanction or penalty by a governmental authority to arise.

Because directors, staff members, and committee members may be involved in other organizations that may have business dealing or affiliations with or seek grants from the Foundation, the following general principles will apply:

- Each trustee, staff and committee member shall maintain the highest level of ethical conduct and shall exercise the highest standard of care and diligence when conducting any activity on behalf of the Foundation.
- In the event that any trustee, staff, committee member, or a member of his/her family have a personal or business interest, or is involved in any way with an organization with whom the Foundation is considering a grant request, such interest or involvement shall be disclosed to the Foundation. In such event, any trustee, staff, or committee member may answer pertinent questions of other trustees, staff or committee members when knowledge regarding the matter will assist the Foundation.
- The interested trustee, staff, committee member shall disclose the interest or involvement in the matter being considered by the Board, and abstained from voting on the matter.

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY. I AGREE TO ITS TERMS AND ACKNOWLEDGE THAT MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

Date _____

Name of Trustee/Staff/Committee Member

Signature of Trustee/Staff/Committee Member