

FREY FOUNDATION

Confidentiality Statement and Conflict of Interest Policy

Trustees, committee members, trustee emeriti, third/fourth generation family members and employees of the Frey Foundation (foundation) are asked to review and sign this document annually. If new affiliations arise during the year, after this form is submitted, please disclose them to the foundation's President as soon as possible. If you have any questions about this document, or would like guidance filling it out, please contact the foundation office at 616-451-0303.

CONFIDENTIALITY STATEMENT

As a trustee, committee member, trustee emeritus, third/fourth generation family member or employee of the foundation, you will have access to sensitive information such as projects/grants being considered, financial records, and other information that is considered sensitive in nature. Your work also includes working with a multigenerational family, as such you agree to use appropriate judgement and the highest level of confidentiality and discretion to respect the privacy of the Frey family and the work of the foundation. All meeting material that is provided to you, as well as all conversations in board or committee meetings, should be considered confidential in nature and therefore not shared with nonfamily. Once the foundation issues a public e-mail announcement or press release, it can be discussed with a broader audience. However, the nuance of the conversation and consensus building dialog at the board or committee level remains internal for evermore.

CONFLICT OF INTEREST POLICY

The foundation's Conflict of Interest Policy states that you must abstain or recuse yourself from any decision-making actions related to an organization that you or your immediate family members are affiliated with. While the Internal Revenue Service defines family members (or disqualified individuals) as spouses or equivalent, ancestors, children, grandchildren, and spouses of children and grandchildren; we ask you to disclose only affiliations that pertain to you and your spouse or equivalent. A good rule to remember is, when in doubt—please disclose all affiliations that you feel could be a conflict of interest and always recuse yourself from all foundation decisions where a conflict of interest is present.

Please identify all **nonprofit organizations** that you or your spouse or equivalent serve as a **director, trustee, employee, advisor, volunteer, or other capacity**. Please use the back of this sheet for additional space.

ORGANIZATION	ROLE IN ORGANIZATION	If not you, state family member here

Please identify any **for-profit organizations, public agencies or other entities** which you or your spouse or equivalent serve as an **owner, director, employee, advisor, counsel, partner** (receiving 35 percent or more of profits), **trustee beneficiary** (receiving 35 percent or more of benefits), or **major shareholder** (defined as ownership or control of 35 percent or more of the entity): Please use the back of this sheet for additional space.

ORGANIZATION	ROLE IN ORGANIZATION	If not you, state family member here

By signing below, I affirm that I fully understand the Confidentiality Statement and that the information that I have provided regarding Conflicts of Interest is truthful and complete.

Signature

Date