

## **CHARLES HOSMER MORSE FOUNDATION CONFLICT OF INTEREST STATEMENT**

Board members and management employees (hereinafter “employees”) of the Foundation shall exercise their responsibilities with loyalty and care to the Foundation and shall not use their positions for personal advantage or for the advantage of their families. To serve loyally, each board member and employee shall identify and be conscious of conflicts between personal interests and the Foundation interests and act with candor and care in disclosing and resolving conflicts. Each board member and employee shall acknowledge and discharge his or her duty to disclose actual and potential conflicts of interest.

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which may impair or adversely influence his or her judgment with respect to any matter involving the Foundation, or which may impair or adversely influence the performance of his or her duties to the Foundation.

The following guidelines should assist board member and employees in discharging their duties of loyalty and care:

1. Board members and employees shall not receive travel or entertainment having a value in excess of \$100.00 annually from any entity or person providing services or products or seeking to provide such services, or seeking or receiving grants from the Foundation, unless approved by the Board.
2. Board members and their immediate family members shall not provide paid services or products to the Foundation unless approved by the Board.
3. Board members and employees shall disclose any professional or personal relationship with any vendor, funder or grantee.
4. In the normal course of business, Board members and employees shall be sensitive to any personal or business interest in a decision to be made.

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interest, including any interest in the organization or entity which may benefit from the person’s association with the Foundation and including any such beneficial interest a member of the person’s immediate family may have because of the person’s association with the Foundation.

To ensure compliance with the conflict of interest policy, each Board member and employee shall agree to comply with this policy, and complete a conflict of interest statement every year.

The Board will have the responsibility for ensuring compliance with this policy, administering the annual statement and making decisions as required to avoid conflicts of interest. The Board will also review and revise this policy as needed.

**CONFLICT OF INTEREST STATEMENT**

I, \_\_\_\_\_, or a member of my family, have the following interests in the following non-profit organization, firm, corporation or other business engaging in transactions with the Charles Hosmer Morse Foundation. (Interest shall include any ownership interest or an interest in profit or losses, or an interest by reason of serving as an officer, director or associate of the organization or other entity having transactions with the Foundation, including the receipt of grants):

<u>Name of Organization</u>	<u>Interest</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please attach additional sheet if required.

I have received and reviewed a copy of the Charles Hosmer Morse Foundation Policy on Conflicts of Interest and agree to abide by its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date