

# **Foundation for Orange County Public Schools**

## **Policy on Conflict of Interest**

This policy is applicable to all Directors, Officers and Employees of the Foundation for Orange County Public Schools and to members of their immediate families.

There are conflicts of interest whenever a Director, Officer or Employee has a relationship or engages in an activity that may impair independence of judgment or tend adversely to influence the performance of duty as it pertains to the overall welfare of the Foundation for Orange County Public Schools.

Each Director, Officer and Employee shall disclose to the Foundation interest in any non-profit organization, firm, corporation or other business engaging in transactions with the Foundation. Transactions shall include all dealings (including grants in the case of non-profit organizations) between the Foundation and any firm, corporation or other entity in which the individuals or a member of his family has an interest. 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 employee of the firm, corporation or other entity having transactions with the Foundation.

Disclosure shall be the responsibility of the Director, Officer or Employee immediately upon election or employment and shall remain a continuing obligation as long as he or she occupies such status. A Conflict of Interest disclosure form will be distributed to each Director, Officer, and Employee to be completed annually. The completed forms will remain on file in the Foundation office. If there is a change in status during the year, the Director, Officer, or Employee must complete and file a new form.

Disclosure should be made in writing to the Foundation board chair and this information shall be treated as confidential to the extent consistent with proper administration of this policy as determined by the Board of Directors.

No Director, Officer or Employee shall participate in any decision of the Foundation relating to the transaction between the Foundation and any entity in which such individual has an interest.

Having disclosed his or her interest in an entity engaging in a transaction with the Foundation, and having complied with the prohibition against participating in any decision dealing with such transaction, an individual shall not be prohibited from sharing in the profits or losses in the entity engaging in such business with the Foundation.

A Director, Officer, or Employee shall not accept gifts, benefits or hospitality worth over \$100.00 from any firm, corporation or other entity engaging in transactions with the Foundation. Any failure to observe this prohibition shall be reported to the chair of the board of directors of the Foundation for determination of appropriate action.

***Conflict of Interest - pg. 2***

In the event that it is determined by the Board of Directors of the Foundation that the nature of interest of any Director, Officer or Employee in another entity presents actual or potential injury to the Foundation or to the standing or reputation of the Foundation in the community, the individual involved will be required to: (a) accept the decision of the Board in resolving the conflict, or (b) either terminate his interest in the entity engaging in a transaction with the Foundation or resign as a Director, Officer or Employee of the Foundation.

In the event that any Director, Officer or Employee is in doubt as to his duty to disclose or the propriety of any transaction dealt with in this policy, disclosure shall be made and guidance sought for the Board of Directors.

## Foundation for Orange County Public Schools

### Board of Directors Conflict of Interest

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 **Foundation for Orange County Public Schools** (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 employee 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 **Foundation for Orange County Public Schools** Policy on Conflicts of Interest and agree to abide by its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date