

# COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.

## Conflict of Interest Statement

The Community Foundation of the Eastern Shore is a nonprofit charitable corporation whose mission is to strengthen the community by building charitable endowments, maximizing benefits to donors, making effective grants, and providing leadership to address community needs.

In view of the mission of the Community Foundation and the nature of its activities, directors, employees, and volunteers may find themselves in situations where their outside business or personal interest conflicts with their fiduciary duties to the Community Foundation.

The Community Foundation adopts the following with respect to participation by directors, employees and volunteers in matters coming before the Board and its Committees in which they may have a potential conflict of interest.

1. No director, employee, or volunteer shall knowingly participate in any decision of the Board of Directors or any Committee thereof or otherwise attempt to influence the conduct of the Foundation where such decision or conduct would directly or indirectly confer any financial benefit on such person or on any firm or organization in which such person has a material financial interest.
2. In the event that there is a matter for consideration or decision that raises a potential conflict of interest for any director, employee or volunteer that person shall immediately disclose the potential conflict of interest to the Board or to the committee considering the matter, as the case may be, and shall not cast a vote on the matter.
3. This policy shall not be construed as preventing or discouraging any director, employee or volunteer from participating in the discussion of a matter with respect to which that person has a conflict of interest, provided such person complies with paragraph 2 of this policy.
4. If the Board or committee has reasonable cause to believe that a director, employee or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the person and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Each director, employee, and volunteer shall annually sign a statement, which affirms that he/she:

1. has received a copy of the conflicts of interest policy.
2. has read and understands the policy.
3. has agreed to comply with the policy.

I, \_\_\_\_\_(please print name) affirm that I have read the above conflict of interest policy. I understand it and agree to comply with it.

*Check if applicable:*

I have attached to this statement a list of one or more known financial interests which I, or a member of my immediate family, has in any business entity which transacts business with the Community Foundation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date