

Union City Education Foundation Board of Directors
Conflict of Interest/Whistleblower/Confidentiality Compliance
to be completed annually

Current By-Law Sections are Included as an Addendum, page 2

**[Note: This is a PDF of the traditional form we would normally distribute for physical signatures.
For convenience, we are utilizing digital signatures, via the online ACTION form below.
You can download and print this form for reference.]**

Name _____

I have read and understood UCEF's "Conflict of Interest" requirements as outlined in **Article VIII Section 8.4** of the UCEF By-Laws. I have no conflicts of interest to the best of my knowledge and belief. Should a possible conflict of interest arise I recognize that I have the obligation to notify the President of the Board for review and decision making per UCEF By-Laws.

I have read and understood UCEF's Whistleblower and Confidentiality requirements as outlined in **Article VIII and Sections 8.5 and 8.6** respectively of the UCEF By-Laws and agree to comply.

Signature _____ Date _____

Expectations: Service on the Union City Education Foundation Board of Directors

- Bring sincere interest in and commitment to excellence in Union City education.
- Develop working knowledge of the By-Laws including compliance categories such as Conflict of Interest, Whistleblower, and Confidentiality requirements.
- Study the website <https://unioncityeducationfoundation.org>. Be prepared to actively present the UCEF history and value story to those who might have high interest in our purpose.
- Attend regularly-scheduled Board meetings and lead or participate in sub-committees.
- Cultivate personal focus in at least one Foundation initiative and participate actively.
- Participate in fund-raising activities and personal annual giving.

I agree to serve on the Union City Education Foundation Board and commit to fulfilling these expectations.

Signature: _____ Date: _____

Addendum, UCEF Board Annual Compliance Agreement

Article VIII Excerpt from UCEF By-Laws

8.4 Conflict of Interest: Conflict of interest concern arises if a Board member's participation within the Foundation appears to directly benefit the Board member in personal or business activities outside the scope of the Foundation. Such benefits can be financial, enhancement of stature or influence or any such benefit raised as a matter of concern by any other Board member.

- The core concern of conflict of interest is that Foundation decision-making would be affected by the opportunity to secure outside benefit vs. focused solely on the best interests of the Foundation.
- A prospective Board member must divulge potential conflict issues, allowing Board consideration and approval before the member's term begins.
- An existing Board member should divulge any new developments that raise potential conflict issues.
- Immediately upon learning of a potential conflict of interest, the President shall personally and with the assistance of the Executive Committee investigate the facts. Unanimous agreement of the Executive Committee is sufficient to request resignation or immediate cessation of the conflict-causing activity.
- Conflict of interest will be discussed as a Board topic at least annually and Board members will be asked to review and divulge any relevant issues.

8.5 Whistleblower Policy: The Foundation has no higher calling than transparency of activities and high integrity in all matters including financial dealings, compliance with rules and regulations including non-discrimination guidelines, and respectful behavior toward fellow Foundation Board members, donors, vendors, community leaders or any other parties with whom the Foundation deals.

- The whistleblower policy says simply: swift revelation of any inappropriate behavior is a duty of Board members, employees or active volunteers. Awareness of the alleged behavior is crucial, without regard to the extent to which it may be embarrassing or injurious to personal relationships.
- The complaint should be filed with the President or with the Superintendent of Schools if the matter involves the President.
- The complaint can be anonymous and the shield of anonymity will be maintained.
- The complaint will be investigated swiftly and if clearly valid can be acted upon by the President or the Superintendent of Schools immediately. If the accused party so requests, a hearing will be held by the Executive Committee.
- Such hearing will be fair and impartial, but because a Board member can be removed at any time for any reason, there is no standing at law that would revise the results of the whistleblower decision process.

8.6 Confidentiality: A Board member must view all discussion or documentation related to the Foundation's work as internal and confidential. Confidentiality includes all plans, programs and details of actual or pending financial activities. It includes the names and transaction details of any donors, students, teachers, school personnel, fellow board members, staff, volunteers or outside individuals or organizations with whom we transact. Violation of confidentiality is considered a serious offense to be addressed immediately by the President and Executive Committee.