

Conflict of Interest Policy for the Northwest Florida Guardian ad Litem Foundation, Inc.

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the Foundation. This obligation requires that any officer or member in the performance of Foundation duties, seek only the furtherance of the Foundation mission. At all times, officers and board members are prohibited from using their job title or the Foundation's name or property, for private profit or gain.

A. The officers and members of the Foundation should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or vendors. This is not intended to preclude bona-fide Foundation fund raising activities.

B. No officer or member of the Foundation shall participate in selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer or member;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director, or employee;
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

C. **Disclosure--** Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. **Board Action--** When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall notify the Board and said person(s) shall not vote on the matter. In addition, the interested person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the persons(s) concerning whose situation the doubt has arisen.

E. **Record of Conflict--**The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Policy approved by the Board of Directors on: February 10, 2016.

