

## **GRAND RAPIDS COMMUNITY FOUNDATION CONFLICT OF INTEREST POLICY**

1. The Grand Rapids Community Foundation strives to maintain the highest ethical standards in all policies, procedures and programs and to avoid any conflicts of interest.
2. We recognize, however, that volunteers and employees are involved and play an active and vital role in the community. From time to time, potential conflicts of interest may arise. It is the Community Foundation's policy to deal with each conflict of interest in as open and appropriate a way as possible.
3. A conflict of interest is considered an activity or interest that may cause bias. Any trustee, officer, member of a committee with board delegated powers, or employee who has a direct or indirect financial interest or is affiliated with an organization seeking to request a grant from the Community Foundation could have a conflict of interest.
4. This could include any position held presently or in the recent past, investment in any business, or any other avocational activity that may result in a possible impartial opinion.
5. Annually, all volunteers and employees will be requested to complete a Conflict of Interest Disclosure Statement identifying any positions held by self or any immediate family member (parent, spouse, or child) and affiliations with any organization using the following guidelines:
  - a. Any role (significant donor, volunteer, advocate or advisor) held by self or immediate family member with any charitable or community organization currently or within the past three years.
  - b. Any ownership or investment interest held by self or immediate family member with any entity currently or within the past year that the Community Foundation has or is negotiating a transaction or arrangement with.
  - c. Any consulting work or other affiliation with organizations that may create an interest or bias with respect to the Community Foundation's action.
6. The chair of each committee will be responsible for determining if a violation of the Community Foundation's Conflict of Interest Policy has occurred. If it is determined a violation has occurred, the chair will recommend appropriate corrective action.
7. Any possible conflicts shall be disclosed before discussion begins. The minutes of the meeting shall reflect this disclosure. After acknowledging the potential conflict, the interested person may briefly address the other members regarding this matter. The interested person may also answer pertinent questions since personal knowledge on the issue may be of assistance to the other members in reaching their decisions.

The interested person, however, will abstain from voting on this issue. For grant-making decisions where conflicts of interest exist, Board of Trustees will vote on each grant request separately, noting conflicts at the time of each vote.

8. In order to avoid discouragement of participation in the Community Foundation's Youth Grant Committee, members of the committee, including any committee member serving on the Community Foundation's board of trustees, may apply and be considered for and may receive a scholarship award from the Community Foundation. This would not constitute either a private benefit or an excess benefit transaction if the applicant and any of the applicant's family members recuse themselves from the entire scholarship nominating and award process (including all meetings, discussions, and votes) with respect to the pool of potential nominees in which the applicant is included. All recusals must be documented.

### **ETHICS AND CONFIDENTIALITY**

1. All communications with the Grand Rapids Community Foundation from grant seekers, contractors, or vendors shall be made through the Grand Rapids Community Foundation office. No contact shall be made with individual Trustees or Committee members.
2. Discussions held during all Community Foundation meetings shall be confidential. This includes any oral or written information gleaned from meeting information provided by staff.