

THOMPSON COMMUNITY FOUNDATION

Statement of Conflict of Interest Policy and Guidelines

Amended: December 2020

A statement of principle

Integrity is a core value of The Thompson Community Foundation ('The Foundation') and all actions of the Board of Directors and staff are founded on the principle of ethical community leadership.

The Board and staff are conscious of the possible or perceived conflict of interest which may arise in the normal course of business or as a result of Board Members being connected to charitable organizations which have received, or may apply for, a grant from The Foundation. At the same time, it is recognized that the process of selection of Board Members inherently involves seeking individuals that are, and will continue to be, active in the community. Likewise, The Thompson Community Foundation does not desire to deprive other charitable organizations, although they may be prospective applicants, from seeking the involvement and expertise of our Board Members.

It is in this context that the following policy is adopted:

1. Obligation to Declare:

Upon consideration of any application for funding assistance from an organization with which the Director or staff member is affiliated, that affiliation shall be disclosed. The individual so affiliated shall declare a conflict and leave the room during discussions and shall not vote or use personal influence on Board action. The abstention shall be noted in the Minutes.

- It is the responsibility of each Member of the Board to advise the Secretary of what organizations the Member or his/her immediate family have affiliation, and which have received a grant from The Thompson Community Foundation in the past or might reasonably be expected to apply for a grant in the future. Foundation staff, when made aware of these potential conflicts, shall list such potential conflicts of interest on the meeting agenda.
- It is the responsibility of the President of the Board to assure that the Board is aware of any potential staff conflicts of interest resulting from a staff member or his/her immediate family having affiliation with an organization, which has received a grant from The Thompson Community Foundation or might reasonably be expected to apply for a grant in the future.
- No board member will participate in the decision-making process surrounding a grant application where there is a perceived, potential or actual conflict of interest.

THOMPSON COMMUNITY FOUNDATION

As a general rule, a board member can take an active role in community organizations even where those organizations are prospective grant recipients provided that they do not participate in the decision making process surrounding a grant application where there is a perceived, potential or actual conflict of interest. As part of this policy, the Chair or executive assistant shall ask each board member to identify on an annual basis those organizational relationships which could potentially result in the need to declare a conflict.

A declaration of a conflict of interest will not affect the quorum of the meeting.

3. Full Disclosure:

No undisclosed or unrecorded asset or account is to be held or established for any purpose at The Foundation. No false or misleading entries will be made in the books and records of The Foundation for any reason. No payments will be approved or made with the knowledge or intention that any part is to be used for any purpose other than that described in the supporting documentation.

4. Non-monetary Transactions:

No Member of the Board shall use for personal gain or advantage The Foundation's facilities, equipment, mailing lists, computer data, employee time or other assets.

5. Acceptance of Gifts:

No Board member, or employee shall use their position at The Foundation to obtain personal gain from those doing or seeking to do business with The Foundation.

6. Non-Compliance:

The Chair, board member, or executive assistant, as the case may be, shall assess the circumstances surrounding any non-compliance with this policy and bring any violation to the attention of The Board of Directors.

7. Orientation Program:

This Conflict-of-Interest Policy shall form part of the orientation of every Board Member, employee and volunteer of The Thompson Community Foundation.

8. Public Statement:

The Annual Report of The Foundation shall include a brief statement, referencing adherence to a written conflict of interest policy.

Approved by Motion of the Thompson Community Foundation Board of Directors

Date: December 15, 2020

Signature of President: J. Pelk

Signature of Vice President T. Krawetz

Signature of Vice President S. Thethy

THOMPSON COMMUNITY FOUNDATION

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Please declare any potential conflicts of interest:

I, _____(Print Name) hereby certify that I have read and understand the Conflict of Interest Policy and agree to abide by its terms.

Employee/ Volunteer Signature

Date

Signature of President/Executive Assistant

It is the responsibility of the executive director or their designate to assure that the Board is aware of any potential staff conflicts of interest resulting from a staff member or his/her immediate family having affiliation with an organization