

Edith B. Ford Memorial Library

CONFLICT of INTEREST POLICY

Introduction

As a nonprofit, tax-exempt independent corporation, the Edith B. Ford Memorial Library depends upon philanthropic gifts of time and money from the public as well as grants from private foundations and government agencies.

Maintenance of our organization's tax-exempt status and public position depend upon the highest standards of ethical and professional practice, including compliance with all relevant laws and regulations. The community – including private donors and volunteers and federal, state and local corporate and tax officials – views the operations of the Edith B. Ford Memorial Library as a public trust. As a public trust, the Edith B. Ford Memorial Library is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

Consequently, there exists between the Edith B. Ford Memorial Library and its employees and volunteers a broad and unbending duty of loyalty and fidelity.

Scope

The scope of this policy includes Board members and officers, committee and task force members, other volunteers, and employees.

Upon election or appointment and annually thereafter, affected individuals are required to disclose specific circumstances that may represent an actual, perceived, or potential conflict of interest or commitment. The person should not only consider the actual fact of conflict, but the appearance to an unknowing third party who might have occasion to judge or interpret the situation.

In addition to the annual reporting, actual, potential and/or perceived conflicts of interest shall be reported in writing as soon as they arise. Any such report shall be forwarded c/o of the President, Board of Trustees of the Edith B. Ford Memorial Library, for official presentation to Executive Committee.

The Executive Committee, in consultation with the Library Director, shall attempt to resolve any action or potential conflict, and shall respond in writing to the individual. In the absence of resolution, the conflict shall be referred to the Board of Directors for action.

The individual in conflict shall absent him/herself from the room during any discussion or deliberations related to the issue, and shall refrain from participating in decision-making in connection with the matter. The individual's presence at the meeting shall not be counted in determining whether there exists a quorum.

Approved by Board of Trustees: March 16, 2010

Reviewed (Date – once a year) (Changes made or No Changes)

Definition

A conflict of interest or commitment generally arises when an individual has the opportunity to influence decisions in ways that could lead to personal benefit or improper advantage resulting in the compromise or appearance of compromise of the individual's judgment and ability to carry out his/her professional duties objectively.

This refers to any social, professional, personal or organizational affiliation, commitment, activity or undertaking that is so substantial as to interfere or appear to interfere with the individual's responsibility to the Edith B. Ford Memorial Library, including but not limited to:

- 1) Advancing a personal agenda or agenda from another organization.
- 2) Using the association with the Edith B. Ford Memorial Library in connection with the promotion of partisan politics, religious matters, any other cause, or positions on any issues not in conformity with the position of the Edith B. Ford Memorial Library.
- 3) Holding any ownership interest in a business or profession that provides goods or services to the Edith B. Ford Memorial Library.
- 4) Having a financial or other interest in a transaction with the Edith B. Ford Memorial Library.
- 5) Receiving compensation for services to the Edith B. Ford Memorial Library other than approved compensation for staff.
- 6) Accepting favors, gifts, gratuities, which may, or give the impression of influencing decisions made for, or on behalf of the Edith B. Ford Memorial Library.
- 7) Using donor or client information or relationships inappropriately or in ways that might damage donor confidentiality and/or relationships with the Edith B. Ford Memorial Library.
- 8) Participating in any arrangements or transactions that might give the appearance of a conflict of interest.
- 9) Using the Edith B. Ford Memorial Library name, emblem, endorsement, services and property for anything other than authorized the Edith B. Ford Memorial Library activities.

Individuals affected by this policy shall maintain the highest standards of ethical behavior, integrity and public responsibility. No Board or committee member, volunteer or employee shall use his/her position, or the knowledge gained there from, in such a manner that a conflict between the interest of the Edith B. Ford Memorial Library and the individual's personal interests arises. Each individual affected by this policy has a duty to place the interest of the Edith B. Ford Memorial Library foremost in any dealings with the Edith B. Ford Memorial Library and has a continuing responsibility to comply with the requirements of this policy.

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Nepotism

Board members and their immediate family members (as defined below) shall be excluded from consideration for employment by the Edith B. Ford Memorial Library.

Employees shall not hold a position with the Edith B. Ford Memorial Library while they or members of their immediate family (as defined below) serve on the Board of Directors or on any committee of the Board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority within the Library.

Relatives of persons currently employed by the Edith B. Ford Memorial Library may be hired only if they will not be working directly for or supervising a relative. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned shall decide – along with Library Executive Committee – who is to be transferred. That decision shall be made within 30 calendar days.

Relatives will not be hired within the same department, division, program, or facility where such has the potential for creating an adverse effect on supervision, safety, security, morale or involves potential conflicts of interest without the prior written approval of the Executive Director.

Immediate family includes the following: spouses, life partners, parents, children, siblings, in-laws, grandparents and grandchildren, and step relationships. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.

Conflict of Interest in seeking employment

Board members shall not apply for or be considered for employment within the Edith B. Ford Memorial Library without resigning from the Board prior to embarking upon any step in the application process. If the Board member is not hired, she or he cannot be reconsidered for a position within the Board of Directors for at least 12 months.

Former employees of the organization cannot be considered for Board positions until at least 12 months after departing from employment at the organization.

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Acceptance and disclosure

I have read the statement of policy regarding conflicts of interest. To the best of my knowledge, and belief, except as disclosed herewith, neither I nor any person with whom I have or have had a personal, business or organizational relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest or commitment, as defined herein.

Further, to the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or have had a personal, business, organizational, or compensated relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

In the event that such a situation might arise, I will provide information as described in this policy.

Print Name _____

Signature _____ Date _____

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Disclosure Statement • Conflict of Interest and Commitment

Use additional pages / other side of page as necessary.

Print your name _____ Date _____

1. List any nonprofit boards or committees on which you or a member of your family serve:

Your position/family member position	Name of organization

List any for-profit or government boards or committees on which your or a member of your family serve:

Your position/family member position	Name of organization

2. Please state your primary business or occupation and employer.

3. Please describe any other relationships that you feel might a real or perceived conflict of interest or commitment.

Print Name _____
Signature _____ Date _____

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