

Conflict of Interest Policy Coastal Pines Technical College Foundation, Inc.

RESOLVED, that the following conflict of interest policy is an official policy of the Coastal Pines Technical College Foundation (CPTC Foundation or Foundation) and is applied to all trustees/board members, members of any committee thereof, officers, employees, delegated Coastal Pines Technical College (CPTC) support staff, and volunteers (hereto referred to collectively as "Personnel"). It is imperative that CPTC Foundation Personnel conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

All Foundation Personnel have a duty to be free from the influence of any conflicting interest when they act on behalf of the Foundation or represent it in negotiations or advise others in the Foundation with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors, and others having dealings with the Foundation on the sole basis of what is in the best interest of the Foundation without favor or preference to third parties based on personal considerations.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that Personnel shall always deal with others doing, or seeking to do, business with the Foundation in a manner that excludes all consideration of personal advantage. Accordingly, all Personnel of the CPTC Foundation are subject to the following directives:

Interest in Other Business Organizations

CPTC Foundation Personnel shall not have any interest, direct or indirect, in any other business which in any degree conflicts with his/her primary obligations to the Foundation thereof. In this regard, Foundation Personnel or members of their immediate families should not possess a significant financial interest in any business that does, or seeks to do, business with the Foundation thereof. In addition, Personnel should not conduct business on behalf of the Foundation thereof with members of their immediate family, or a business organization with which Personnel or members of their immediate families have any association which could be construed as significant in terms of potential conflict of interest.

Foundation Personnel who are partners, officers, or employees of a partnership, firm, or corporation or who own or control more than 25% percent of the stock of such corporation, shall NOT represent, appear for, or negotiate on behalf of the Foundation in connection with the acquisition or sale by the Foundation of any interest in real or tangible or intangible personal property to such partnership, firm, or corporation.

No member of the board or member of any committee thereof shall participate by discussion, voting, or by any other action taken by the board, or any committee thereof, in the enactment of or defeat of a motion which relates to any transaction with any party referred to in the paragraph above. In case any such matter is discussed at any meeting where any board or committee member who has such an interest is present, he or she shall promptly disclose his or her interest in the matter to be voted on to the chair of the meeting. He or she shall not vote on the matter and, at the discretion of the disinterested members present, may be required to leave the meeting during the discussion and the voting on the matter.

Gifts, Favors, Entertainment, and Payments to Foundation Personnel

Foundation Personnel shall NOT seek or accept from any person, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, any gift, favor, payment, service, valuable privilege, vacation or pleasure trip, loan (other than a conventional loan from lending institutions), employment or offer of employment or any other thing of value which

- (a) he or she knows or has reason to believe is made or offered to him/her with the intent to influence him/her in the performance of his or her duties as Personnel of the CPTC Foundation.
- (b) is offered from any person or business organization that does, or seeks to do, business with the Foundation when he/she knows or has reason to believe the gift is made or offered to him/her with the intent to influence him/her in the performance of his or her duties as Personnel of the CPTC Foundation.

Foundation Personnel shall NOT accept anything of value in exchange for referral of parties to any person or business organization that does, or seeks to do, business with the Foundation thereof. In the application of this policy, Foundation Personnel

- (a) may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.
- (b) may NOT accept entertainment at the expense of suppliers beyond that contemplated by (a) above under any circumstance when he/she knows or has reason to believe the gift is given in an attempt to influence him/her with regard to his/her duties as Foundation Personnel. An especially strict standard is expected with respect to gifts, services, or considerations of any kind from suppliers.
- (c) should never accept a gift in cash or cash equivalents of any amount beyond that contemplated by (a) above under any circumstance when he/she knows or has reason to believe the gift is given in an attempt to influence him/her with regard to his/her duties as Foundation Personnel. An especially strict standard is expected with respect to gifts, services, or considerations of any kind from suppliers.

This policy does not preclude the acceptance of benefits to the Foundation as compared to benefits to an individual.

This policy does not preclude the acceptance of courtesies extended to Foundation Personnel in their official capacities, such as gratis hotel rooms for business (but not personal use) in connection with meetings.

This policy will be communicated to persons and organizations doing, or seeking to do, business with the Foundation thereof.

Confidential Information

Foundation Personnel shall not, without proper authority, give or release to anyone not considered Personnel, or to another Personnel member who has no need for the information, data or information of a confidential nature (see CPTC Foundation Public Information Policy) concerning the Foundation thereof.

Gifts, Favors, Entertainment, and Payments by the Foundation Thereof

Gifts, favors, and entertainment, which otherwise qualifies under this policy, may be given others at the expense of the Foundation thereof only if they meet all of the following criteria:

- (a) They are consistent with accepted business practices.
- (b) They are of sufficiently limited value, and in a form that will not be construed as improper.
- (c) They are not in contravention of applicable law and generally accepted ethical standards.
- (d) Public disclosure of the facts will not embarrass the Foundation thereof.

Obligation to Disclose

Personnel who believe that their personal actions or interests, or the actions of others, may violate this Policy must discuss the matter with the executive director or, in the case of the executive director, the Foundation Board chair, college president, or trustee. Additional interpretations of this policy and definitions of words and phrases used herein will be made upon request to the executive director or the Board Chair.

Sanctions

Any employee whose actions or interests violate this Policy is subject to termination on that account alone, if such is determined to be in the best interests of the Foundation.

It is the responsibility of all Personnel of the Foundation thereof to be aware of and to observe these standards. Accordingly, all Personnel are asked to sign and return the accompanying Personnel Statement relating to these standards. Personnel Statements will be held in complete confidence. The Personnel Statement will be re-executed on a regular basis.

Approved - March 29, 2010
Revised – April 20, 2015
Revised – February 15, 2016
Next Review January 2019