

Specifically, RWCF does not tolerate the willful violation or circumvention of any Federal, State, and local laws of the United States by any employee during the course of that person's employment or a board member or key volunteer; nor does RWCF tolerate the disregard or circumvention of RWCF policy or engagement in unscrupulous dealings.

1.11 Conflict of Interest

This policy applies to Board members, staff and certain volunteers of Red Wiggler Community Farm. A volunteer is covered under this policy if that person has been granted significant independent decision making authority with respect to financial or other resources of the organization. Persons covered under this policy are hereinafter referred to as "interested parties."

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following. Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization. Examples include situations where:

- the organization contracts to purchase or lease goods, services, or properties from an interested party, or a relative, or business associate of an interested party;
- the organization purchases an ownership interest in or invest in a business entity owned by an interested party, or by a relative or business associate of an interested party;
- the organization offers employment to an interested party (or a relative, or business associate of an interested party, other than a person who is already employed by the organization);
- an interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the organization;
- an interested party, or a relative or business associate of an interested party, is gratuitously provided use of the facilities, property, or services of the organization.

Other Interests - - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he would not have obtained absent his/her relationship with the organization, or where his/her duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization. Examples include where:

- an interested party seeks to obtain preferential treatment by the organization for himself, or relative, or business associate;
- an interested party seeks to make use of confidential information obtained from the organization for his own benefit, or for the benefit of a relative, business associate, or other organization;
- an interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which s/he has reason to believe would be of interest to the organization.

1.11.1 Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

An interested party shall complete a questionnaire, in the form attached hereto as Appendix A, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his/her association with the organization, and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For Board members, the disclosure statements shall be provided to the President of the Board, or in the case of the President's disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Executive Director of the organization.

In the case of staff or volunteers with significant decision making authority, the disclosure statements shall be provided to the Executive Director, or in the case of the Executive Director's disclosure statement shall be provided to the President of the Board.

The Secretary of the Board of Directors shall file copies of all disclosure statements with the official corporate records of the organization.

1.11.2 Procedures for Review of Actual or Potential Conflicts

Where the actual or potential conflict involves an employee of the organization other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the organization. The Executive Director shall report to the President the results of any review and the action taken. The President in consultation with the Executive Committee, shall determine if any further Board review or action is required.

1.11.3 Procedures for Addressing Conflicts of Interest - Specific Transactions

An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision making of the organization with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.

The disinterested members of the Board of Directors may approve the proposed action or transaction upon finding that it is in the best interests of the organization. The Board shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

Approval by the disinterested members of the Board of Directors shall be by vote of a majority of Directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of directors in attendance.

The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

8.2 CONFLICT-OF-INTEREST DISCLOSURE

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate. If there is a conflict of interest, please describe it below. Conflict of interest can include, business relationships, blood relationships, and any monetary exchanges for services or agreements within the organization.

- A. I have read the RWCF Conflict of interest policy and I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and Red Wiggler Foundation on the other.

Initials

- B. I have read the RWCF Conflict of interest policy and the following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and Red Wiggler Foundation on the other; _____

Initials

I have read and understand Red Wiggler Foundation's conflict-of-interest policy and agree to be bound by it. I will promptly inform the Board chair of Red Wiggler Foundation of any material change that develops in the information contained in the foregoing statement.

Type/print name

Signature

Date