

Friends of Casco Bay Conflict of Interest Policy

From Friends of Casco Bay ByLaws:

Article IV, Section 14. Directors' Other Conflicts of Interest. *Directors shall exempt themselves from voting on any matter in which they or their immediate family have any direct material or personal interest.*

Conflict of interest can refer to any situation in which a decision maker – whether a board member, board officer, or staff member – is influenced in an organizational decision by personal, financial, business, or other concerns unrelated to the organization's best interests.

The directors and employees of Friends of Casco Bay (FOCB) owe a duty of loyalty to FOCB which requires that in serving FOCB they act solely in the interests of FOCB and not in their personal interests or in the interests of others. Directors and employees may not use their positions with FOCB, information they have about FOCB, or FOCB's property, in a manner that allows them to secure a financial benefit for themselves or their relatives. Directors and employees have an obligation to conduct business with guidelines that prohibit actual or potential conflicts of interest. No "presumption of guilt" is created by the mere existence of a relationship with outside parties. However, if a director or employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose the existence of any actual or potential conflict of interest to an officer of FOCB as soon as possible so that safeguards can be established to protect all parties. If there is any question in your mind whether your interest in a transaction warrants disclosure, you should disclose the interest.

An actual or potential conflict of interest occurs when a director and or employee is in a position to influence a decision that may result in a personal gain for the director or employee or a relative as a result of FOCB's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the director or employee is similar to that of persons who are related by blood or marriage.

In addition to the obligation to disclose to the President or an officer any new actual or potential conflicts as they arise, directors will be asked annually to fill out a conflict of interest disclosure form. A proposed transaction in which a director has an interest will be reviewed carefully to ensure that it is in the best interests of FOCB. The President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest. These actions may include asking the director involved not to speak on the issue, to step out of the meeting for the duration of the discussion on the issue, and/or to be recused from any vote related to the issue.

Friends of Casco Bay
Conflict of Interest
Disclosure Form

1. Are you aware of any relationships between Friends of Casco Bay and yourself or a relative that may represent a conflict of interest? (See Bylaw Article IV, Section 14 and Conflict of Interest Policy statement).

☐ **I am not aware** of any relationship or interest or situation involving my relatives or myself which might result in, or give the appearance of being, a conflict of interest between such relative or me on one hand and FOCB on the other.

☐ **I am aware** of the following relationship(s) or interest(s) or situation(s), involving me or a relative, which might result in or appear to be an actual, apparent or potential conflict of interest between such relative or me on one hand and FOCB on the other.

2. During the past 12 months, did you or a relative receive any gifts, loans, payments, or other substantial benefit from any source from which Friends of Casco Bay buys goods or services or otherwise has significant dealings?

No

Yes

If Yes, please list them, their source, and the approximate value.

<i>Source</i>	<i>Item</i>	<i>Approximate Value</i>
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I certify that I have read and understand the Board's policy on conflict of interest, and that the foregoing information is true and complete to the best of my knowledge.

Name

Signature

Date