

SpokaneFāVS Board of Trustees
Conflict of Interest & Confidentiality Policy

Members of the SpokaneFāVS Board of Trustees have an obligation to avoid all potential conflicts of interest that may influence their judgment or actions. In order to avoid any real or implied conflict, it is the policy of the SpokaneFāVS that all trustees are required to disclose any outside interests, investments, contracts, or activities to the Board President or Executive Director on an annual basis.

It is the policy of SpokaneFāVS that any Board Member with an undisclosed conflict of interest may be subject to immediate termination from his or her term of service on the Board.

DEFINITIONS

- Related persons: Any member of your immediate family including spouse, parents, stepparents, children, stepchildren, grandparents, in-laws and siblings.
- Confidential information is any knowledge about people, places or things that a Board Member has access to due to their term of service at SpokaneFāVS. Board Members are privy to strategical information used to make business decisions that could be detrimental to our future if released to the general public.
- A Breach of Confidentiality is knowingly sharing information with any person not authorized to have access to that information, both internal and external to the organization.

PROCEDURE

- A. All Board members are required to read and sign the included forms at the beginning of their term and annually thereafter.
- B. Any questions concerning a potential conflict of interest should be discussed with the President of the Board and/or the Executive Director.
- C. If a potential conflict of interest arises during the Board Member's term of service, the Board Member is required to disclose this to the Board.
- D. The Board President, in conference with the Executive Director, will determine whether a potential conflict of interest is present.
- E. All Board Members are required to report all suspected conflicts of interest to the President of the Board and/or the Executive Director for further investigation.
- F. At all times, Board Members are required to maintain the confidentiality of all Board proceedings unless expressly requested to act as spokesperson for the Board by the President of the Board and/or the Executive Director.
- G. All suspected breaches of confidentiality should be brought to the attention of the CEO or the President of the Board and/or the Executive Director for further investigation.

Please read the statement below. Date and sign this form in the spaces provided.

I, _____ have read the statements in SpokaneFāVS policy “Board of Director’s Conflict of Interest & Confidentiality”. I have been given the opportunity to ask questions and understand what constitutes confidential information at SpokaneFāVS.

I agree, as part of the conditions of my term of service on the Board, to keep information confidential that I come in contact with on a daily basis during the performance of my duties. I understand that if I am found to have shared information with unauthorized individuals, it could mean immediate termination of my term of service.

Date: _____ Signature: _____

**SpokaneFāVS Board of Trustees
CONFLICT OF INTEREST**

Please answer the following questions below and provide an explanation, if necessary.
Date and sign this form in the spaces provided.

1. Do you or a related person have any ownership or investment in any company, vendor or supplier that provides goods or services to SpokaneFāVS, provides funding to SpokaneFāVS or is in competition with SpokaneFāVS?

Yes No

If yes, please explain:

2. Are you or a related person a member of any board, management, consultative or agency service that does business with or competes with SpokaneFāVS?

Yes No

If yes, please explain:

3. Have you or a related person accepted gifts, gratuities or entertainment (other than nominal business courtesies) which might influence your judgment or actions concerning the business of SpokaneFāVS?

Yes No

If yes, please explain:

4. Do you or a related person engage in any other activities that might be regarded as a potential or actual conflict of interest, or might appear as a conflict of interest in connection with your position as a member of the Board of Trustees at SpokaneFāVS?

Yes No

If yes, please explain:

ATTESTATION

I acknowledge my understanding of SpokaneFāVS's policy on conflict of interest and certify that all known potential conflicts of interest are disclosed above.

Date: _____ Signature: _____