



Investing Together. For Good. For Ever.

Ventura County Community Foundation

Conflict of Interest and Confidentiality Policy

Conflict of Interest

The Ventura County Community Foundation believes that effective nonprofit governance depends on deliberate, thoughtful and objective decision-making by board, volunteers and staff members—whether decisions involve matters of organizational policy, approval of a major transaction, allocation of grants or wise investment of Foundation funds.

VCCF is dependent upon board members, volunteers and its staff for its work in the community. Accordingly, VCCF values, supports and encourages its board, volunteers and staff members to assume active roles in their communities. This means that from time to time potential conflicts of interest or the appearance of such conflicts may arise. Circumstances that may result in an apparent or actual conflict of interest include, but are not limited to:

- Hiring vendors and consultants.
- Investing the Foundation's funds.
- Employing a board member or relative of a board or staff member temporarily as staff or as a consultant for a project.
- Granting funds to a nonprofit organization on which a board, volunteer or staff member or their families are serving as staff, board members or volunteers.
- Participating on fund raising committees or in fund raising efforts for an organization seeking a grant from VCCF.
- Granting scholarships to any individual with family ties to any Board, staff or scholarship volunteer committee members.

VCCF Board policy is that Board, volunteer and staff members are prohibited from contracting for services or participating in any decision-making process in which they would realize a personal economic interest.

It is VCCF's policy to deal with all other conflicts in an open manner (1) through an annual or grant specific disclosure statement of memberships and affiliations and (2) through clear identification of actual or apparent conflicts of interest as they arise.

In the case of such other conflicts or the appearance thereof, board, volunteer and staff members are expected to disclose the conflict prior to VCCF's making any related decisions. If a conflict of interest is present, Board, volunteer or staff members may, at the request of the board or committee, remain in the room to answer questions of a factual nature that may assist the board or board committee in its deliberations. Board members having a conflict of interest on a given issue shall not vote on that issue. Volunteers on grants panels who do not have a direct personal economic interest may continue to participate on the grants panels since they are

advisory in nature. Members will be asked to resign from the committee if they, or an immediate family member*, receive payment or other economic benefit from any applicant organization.

Confidentiality/Relationship with Applicants/Donors

The nature of The Ventura County Community Foundation’s (VCCF’s) role to its clients and as a funder, leader, convener and decision-maker in the community results in the acquisition of extensive information that is considered privileged. Much information is shared with VCCF because of its reputation for trust and its ability to make fair decisions. To safeguard VCCF’s integrity as a responsible decision-maker and to protect its capacity to gather data necessary to make those decisions, VCCF Board, staff and volunteers must be extremely careful that information obtained from applicants and donors does not become available to those who are not entitled to receive it. All information concerning an applicant or donor must be maintained in confidence and particular care must be taken to avoid discussion of the applicant’s or donor’s affairs with third parties unless authorization to do so is obtained. All files, computer databases and working papers on applicants and donors are the property of VCCF.

Additionally, VCCF Board, staff and volunteers may have access to other information in connection with their work with VCCF. Information should be considered confidential if it is not readily available to the public, and such information should not be disclosed or made accessible to any individual or entity that does not have a legitimate and business-related need for such information. Any information obtained by a VCCF Board member, whether during a Board meeting or otherwise, should be considered confidential and should not be disclosed to any parties outside VCCF without the explicit authorization of the Board, one of its Committees or the Board Chair. Furthermore, Board, staff and volunteers cannot use such information to gain any unfair advantage over those not entitled to such information. Any violation of this confidentiality requirement could result in the removal of the VCCF Board, staff or volunteer from his or her position with VCCF.

VCCF staff and volunteer relationships with applicants or grantees should always be on a professional basis and should not jeopardize the staff and volunteer member’s objectivity. Staff and volunteers should not personally accept gifts or remuneration from grantees or prospective applicants. Staff and volunteers should be especially mindful of the difficulty that many applicants and grantees feel in seeking VCCF support and accordingly should treat applicants and grantees with sensitivity and respect.

Please indicate any outside employment or consulting work you do that could constitute a conflict of interest.

Please indicate any board memberships, affiliations, or significant donations to an organization that could constitute a conflict of interest.

I have read and understand the Ventura County Community Foundation's Conflict of Interest Policy and I will adhere to the Confidentiality Policy. I shall respect the privacy concerns of VCCF and the people and organizations we serve, and I shall hold in confidence all information obtained in the course of my service, whether that information is obtained through written records or daily interaction.

Print Name

Signature

Date