PARK COUNTY
COMMUNITY
FOUNDATION

Park County Community Foundation

Standards of Ethical Conduct

The Park County Community Foundation ("Foundation") seeks to uphold the highest ethical standards of honesty, fairness, objectivity and transparency and to exhibit exemplary standards of conduct on the part of its directors, officers, employees and volunteers holding delegated powers. Accordingly, the Board of Directors of the Foundation has adopted the following policies concerning conflicts and duality of interest, and confidentiality.

I. Conflict or Duality of Interest Policy

Realizing that those who guide the Foundation have varied interests and extensive community involvement, the Foundation acknowledges that situations involving real or apparent conflicts of interest may occur and has adopted this policy to deal with such conflicts.

Definitions

Conflict of Interest – A conflict of interest occurs when a director, officer, employee or volunteer holding delegated powers owns or has an invested interest in any entity with which the foundation has a compensation arrangement.

Duality of Interest – A duality of interest exists when a director, officer, employee or volunteer holding delegated powers is affiliated with an organization seeking assistance from the foundation. Affiliation includes unofficial roles such as significant donor or advocate as well as the role of the employee, trustee or officer.

Expectations

I. No FOUNDATION director, officer, employee or volunteer holding delegated powers, or any member of their immediate families, shall benefit from any involvement with FOUNDATION other than by reasonable and just compensation for services rendered or by objective selection through normal granting procedures.

II. No FOUNDATION director, officer, employee or volunteer holding delegated powers shall accept any favor, gift or gratuity that may influence the actions of FOUNDATION.

III. Any employment activity or other interest that may involve obligations conflicting with the interests of FOUNDATION shall be promptly disclosed by directors, officers, employees or volunteers holding delegated powers. When a conflict or duality of interest exists, each FOUNDATION director, officer, employee or volunteer holding delegated powers shall: (i) announce the conflict or duality before discussion; (ii) abstain from voting on the matter;
and (iii) absent himself or herself from the room during the process of decision making or voting.

IV. Each director, officer, employee or volunteer holding delegated powers shall complete a disclosure statement at least annually and shall sign a statement affirming that he or she has read the Conflict or Duality of Interest Policy and agrees to comply with the policy.

II. Confidentiality Policy

The Foundation recognizes that the philanthropic purpose and operation of the Foundation require the collection and management of extensive donor and prospective donor information as well as information and records of potential grant recipients and the clients they serve.

Standards of ethical conduct and accountability require that FOUNDATION directors, officers, employees and volunteers refrain from discussing Foundation business of a sensitive nature outside of official meetings and processes.

This policy seeks to identify FOUNDATION’s responsibilities to our donors, the charitable institutions we serve and to the general public.

Donors

Donors to the Foundation should expect to be identified in the Foundation’s annual report and/or in similar public relations communications unless they have indicated their intent to remain anonymous.

Donors of substantial gifts should understand that their information will be included in the Foundation’s annual IRS 990 filing as required by law and that the 990 is a public document.

Donors of memorial or honorary gifts should expect to have their names released to the next of kin or the honoree unless otherwise specified. Gift amounts, however, will not be released without the express written consent of the donor.

Grant applicants and recipients

Although much of the information grant applicants and recipients are required to submit to the Foundation would traditionally be public knowledge, FOUNDATION directors, officer, employees and volunteers will not share this information other than in the conduct of Foundation business.

The Foundation will not publish agency or client information or photos without permission from the agency and its clients.

Adopted: April 21, 2015
Park County Community Foundation
Conflict or Duality of Interest and Confidentiality
Disclosure Statement

As a director, officer, employee or volunteer of the Park County Community Foundation ("Foundation"), and in accordance with the FOUNDATION Conflict or Duality of Interest Policy, I hereby declare the following relationships with organizations who may be eligible for assistance from the Foundation or who may be engaged in business with FOUNDATION.

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<th>Organization</th>
<th>Nature of Relationship</th>
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I, ____________________________________________, as a director, officer, employee or volunteer of the Park County Community Foundation, affirm the following:

1. I have received a copy of the FOUNDATION Standards of Ethical Conduct, including the Conflict or Duality of Interest Policy and the Confidentiality Policy.
2. I have read the policies and understand them.
3. I agree to comply with the policies.

__________________________________________
Signature

__________________________________________
Date

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