

Conflict of Interest Policy

Statement

No Board member, employee or board-level committee member (hereafter referred to as “committee member”) of United Way of Salt Lake (UWSL) shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the organization and his or her personal interests arises.

The conduct of business between any committee member and UWSL must be fully disclosed and approved by the Board of Directors (hereafter referred to as the Board).

If a committee member has an interest in a proposed business transaction with UWSL in the form of any personal or business-related financial interest in the transaction, or in any organizations involved in the transaction, or holds a position as trustee, director or officer in any such organization, he or she must make full disclosure of such interest.

If a committee member conducts business outside of UWSL that in any way uses relationships or intellectual property that they are able to access as a result of their employment/volunteer engagement with UWSL, he or she must make a full disclosure of such interest.

Any Board member, employee, or committee member who is aware of a potential conflict of interest with respect to any matter coming before the Board or any committee is obligated to disclose such a conflict of interest to the entire Board.

Disclosure

To implement this policy, (1) committee members of UWSL will submit annual disclosures during the first quarter of the fiscal year on a form approved by the Board, and, will disclose any conflict or potential conflict; (2) staff members will submit a disclosure at time of hire; and (3) if a conflict or potential conflict arises during the year that was not disclosed on the annual disclosure, the committee member will update and re-submit his/her disclosure.

These annual and ad hoc disclosures will be reviewed by the Governance and Ethics Committee, for any actual or potential conflict(s). These conflicts will be reviewed and resolved by a vote of the Executive Committee and then resolved by a vote of the Board.

Addressing Conflicts

If, after a thorough review, it is determined that the business transaction is the most advantageous transaction or arrangement for UWSL, the Board shall determine by a majority vote of those Board members in attendance who do not have an actual or potential conflict that the transaction or arrangement is in UWSL’s best interest, for its own benefit, and whether it is fair and reasonable. The person(s) with the actual or potential conflicts will be excused from the meeting during the vote.

Records of Proceedings

The minutes of the Board of Directors, Executive and Governance and Ethics Committees shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

The minutes shall also contain the names of the persons who were present for discussions relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of the vote taken in connection with the proceedings.

Adopted by the Board of Directors, United Way of Salt Lake, on this 18th day of September, 2017.



Jay Francis
Chair, Board of Directors

Conflict of Interest Policy With Regard to Vendors

Receipt and Acknowledgement

I have read the statement of policy regarding conflicts of interest.

To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal, business or professional relationship is engaged in any business transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, except as disclosed herewith, I have not engaged in any business transaction to acquire any interest in any organization or entity, or to become the recipient of any awards, gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

_____ Without exception

_____ Except as described in the attached statement

Signature: _____

Name (please print): _____

Date: _____

Conflict of Interest Policy With Regard to Vendors

Statement of Compliance

I, the undersigned, hereby affirm and declare the following:

1. I have read and understand the United Way of Salt Lake (UWSL) Conflict of Interest Policy.
2. Except as listed below, I am not aware of any vendor who employs a family member or close relative of any employee of the UWSL.
3. Except as listed below, I am not aware of any instances where an employee or a family member of an employee has a material financial interest in a vendor.
4. Except as listed below, I am not aware of any employee (including myself) or family member of an employee (including myself) who has accepted gifts or entertainment (other than *de minimus* gifts) from a vendor.
5. Except as listed below, I am not aware of any vendor relationships between UWSL and family members of employees or UWSL and board members or other volunteers.
6. Except as listed below, I have no knowledge of any relationships with vendors that are in violation of UWSL policies, nor am I aware of any transactions with vendors that do not appear to have been "arm's length" transactions.
7. In the event I become aware of any matter that would require disclosure in items 1-6 above, I will promptly disclose such matter to the President and CEO.
8. List all exceptions in the space provided immediately below. If there are no exceptions, enter "NONE".

Signature: _____

Name (please print): _____

Date: _____