



## Conflict of Interest Policy Foster Your Future

**I. Purpose** The purpose of this Conflict-of-Interest Policy ("Policy") is to protect the interests of Foster Your Future, inc. (FYF) and ensure its integrity, accountability, and ethical behavior, especially in relation to foster adults. This Policy is intended to identify situations in which personal or financial interests may conflict with the best interests of FYF, and to provide guidelines to help ensure the proper handling of such conflicts.

**II. Definition of Conflict-of-Interest** A conflict of interest arises when the personal, professional, or financial interests of a director, officer, employee, or volunteer (Covered Persons) interfere with the interests of FYF. Such a conflict may exist whether or not it results in financial gain for the individual involved.

**Examples of Conflict-of-Interest** include, but are not limited to: Direct or indirect financial interest in a company or organization that provides services or products to FYF.

- Personal relationships with individuals or organizations that have business dealings with FYF.
- Offering or accepting gifts, favors, or services from individuals or organizations that may influence decisions related to FYF's work.

**III. Duty to Disclose** Covered Persons must disclose to FYF any situation in which they or a close family member have a financial or personal interest that could be seen as a conflict of interest. Disclosures should be made to the Board of Directors/Designated person handling the conflict-of-interest process.

### **IV. Procedures for Addressing Conflicts of Interest**

1. **Disclosure:** Covered Persons shall promptly disclose any potential conflicts of interest to the Board or other designated persons in writing or in person.
2. **Review:** The Board will review the disclosed conflict of interest and determine whether a conflict exists and how to address it.
3. **Resolution:** The Board may decide to:
  - Approve the activity if the conflict is deemed insignificant.
  - Require the Covered Person refrain from participating in any decisions related to the conflict.
  - Remove the individual from positions of responsibility where the conflict exists.

### **V. Prohibited Activities** Covered Persons must not:

- Use their position or relationship with FYF for personal financial gain.
- Accept gifts or benefits that could influence or appear to influence decision-making related to FYF's work with foster adults.

**VI.** Each Covered Person will sign a certification, acknowledging that they have read, understood, and complied with this Conflict-of-Interest Policy.

**VII. Enforcement** Failure to disclose a conflict of interest or to comply with this Policy may result in disciplinary action, including removal from the Board, termination of employment, or removal from volunteer positions.

**VIII. Review** This Policy will be reviewed annually by the Board of Directors and revised as needed to ensure continued adherence to ethical standards and the best interests of FYF.