

## **Board Member Confidentiality and Conflict of Interest Disclosure Policy**

### **Conflict of Interest**

A conflict of interest exists when the personal or professional interests of a board member of the Jewish Federation of Greater Naples (the “Jewish Federation”) has the potential to affect his or her ability to be objective.

Board members are likely to be affiliated with many organizations in their communities, both on a professional and a personal basis, therefore it is not unusual for a conflict of interests to arise. This policy defines how the Jewish Federation interprets conflict of interest and what steps are expected to be taken to deal with such conflicts.

It is expected that no board member shall use his or her position, or knowledge gained there from, in such a manner that a conflict arises between the interests of the Jewish Federation and any of its affiliates and his or her personal or professional interests. Each has the duty to place the interests of the Jewish Federation foremost in any dealings on behalf of the organization, and has a continuing responsibility to comply with this policy.

*In order to comply with this policy, it is expected that:*

- If a board member (or a member of their immediate family) has an interest in a proposed transaction with the Jewish Federation in the form of a significant personal or organizational financial interest in the transaction or holds a position as trustee, director, officer, or staff member in such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction (see Relationship Disclosure Form).
- Any board member who has a conflict of interest with respect to any matter coming before the board shall not participate in any discussion of or vote in connection with the matter unless invited to respond to questions or provide factual information by the board or board chair. However, a board member may vote on a block grant recommendation from the allocations committee so long as he or she has made full disclosure of such interest before any discussion (see Relationship Disclosure Form).
- Members of the allocation committee should disclose, in writing, any affiliation with another organization and refrain from voting on grants to those organizations.
- Any board member who gains privileged information by virtue of his or her role as a board member shall not use that privileged information for personal or professional gain.



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Annually, board members will be required to disclose any business (including those of their immediate family) or personal relationships between officers, trustees, key employees and vendors with whom the Jewish Federation conducts business. A signature in the designated space on this policy will indicate the board member's agreement to abide by this policy to the best of his or her ability.

**Confidentiality**

Board members may be exposed to confidential information critical to the wellbeing of the organization. Therefore, it is the policy of the Jewish Federation that board members may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Jewish Federation to any person, including relatives, friends, and business and professional associates other than board members and officers of the Jewish Federation. Board members shall use confidential information solely for the purpose of performing services as a volunteer of the Jewish Federation. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. In addition, board members should be sensitive to the risk of inadvertent disclosure via conversations in public places and the leaving of confidential information in areas where unauthorized persons may gain access.

*By submitting this document electronically or otherwise, I certify that, I have read the Jewish Federation of Greater Naples' Board Member Confidentiality and Conflict of Interest Disclosure Policy and agree to abide by them to the best of my ability in my role as a board member. I have also disclosed all business relationships and personal interests as described on the Relationships Disclosure Form.*

*Signature:* \_\_\_\_\_

*Printed Name* \_\_\_\_\_

*Date:* \_\_\_\_\_



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## Conflict of Interest Relationships Disclosure Form

Personal interests are any substantial business holdings, transactions or affiliations between an entity that conducts business with the Jewish Federation and the board member or his/her family. Family is defined as a spouse, ancestor, sibling, child, grandchild, great grandchild and the spouse of anybody previously listed. This includes other nonprofit boards or committees that you may sit on. I wish to disclose the following potential Conflicts of Interest:

**Organization Name**

**Description of Personal Involvement/Interest**


**Signature:** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date:** \_\_\_\_\_