

NORTHEAST INDIANA FOUNDATION, INC.

Policy Regarding Conflicts of Interest

It is the policy of the Board of Directors of Northeast Indiana Foundation, Inc. (the "Foundation") that the Foundation's directors, officers, and employees carry out their respective roles with the Foundation in a fashion that avoids actual, potential, or perceived conflicts of interest. The Foundation's directors, officers, and employees shall have the continuing, affirmative duty to report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial, ethical, and business-based judgments in fulfilling their responsibilities to the Foundation. This policy shall be further subject to the following principles:

1. Directors, officers, and employees of the Foundation shall conduct their responsibilities with respect to contractors, suppliers, agencies, funders, members, and other persons transacting or seeking to transact business with the Foundation in a completely impartial manner without favor or preferences based upon any consideration other than the best interests of the Foundation.
2. Directors, officers, and employees of the Foundation shall not seek or accept for themselves or any relatives (including spouses, ancestors, and descendants, whether by whole or half blood) from any person or business entity that transacts or seeks to transact business with the Foundation, any gifts, entertainment, or other favors relating to their positions with the Foundation that exceed common courtesies consistent with ethical and accepted business practices.
3. If a director, or a director's relative, directly or indirectly owns a significant financial interest in, or is employed by, any business entity that transacts or seeks to transact business with the Foundation, the director shall disclose that interest or position and shall refrain from voting on any issue pertaining to the transaction.
4. Officers and employees of the Foundation shall not conduct business on behalf of the Foundation with a relative or a business entity in which the officer, employee, or his or her relative owns a significant financial interest or by which such officer, employee, or relative is employed, except where such dealings have been disclosed to, and specifically approved and authorized by, the Board of Directors of the Foundation.
5. Directors, officers, or employees of the Foundation shall complete annually a disclosure statement regarding any actual or potential conflict of interest described in this policy. The disclosure statement shall include information regarding a person's participation as a director, trustee, officer, or employee of any other nonprofit organization. The Executive Committee of the Board of Directors shall be responsible for oversight of, and action regarding, all disclosures and/or failures to disclose.

Northeast Indiana Foundation, Inc.

Conflict of Interest Disclosure

Name: _____

It is the policy of Northeast Indiana Foundation, Inc. (the "Foundation"), that each director, officers, and employee of the Foundation should provide an annual disclosure of actual or potential conflicts of interest that arise as a result of that person's role with the Foundation.

Pursuant to that policy, I acknowledge and attest that:

1. I have read and understand the Foundation's Conflict of Interest Policy;
2. I am in compliance with the Foundation's Conflict of Interest Policy;
3. I am reporting below, or by attached list, all actual or potential conflicts of interest involving me, and of which I am aware, that arise as a result of my role with the Foundation;
4. I am reporting below, or by attached list, each position that I hold as a director, trustee, officer or employee of any other nonprofit organization; and
5. I will report promptly any changes in the information reported herein or in any other matters that might affect compliance with the Foundation's Conflict of Interest Policy.

Signature

Date

Actual or Potential Conflicts of Interest (use additional sheets if necessary)

Positions Held with Other Nonprofit Organizations (including name of organization and position(s) held. Use additional sheets if necessary. In lieu of a separate listing here, you may attach a current résumé, curriculum vitae, or professional biography that includes these positions.