**Conflict of Interest Policy and Annual Statement**

For Officers, Directors, Employees, and Board Members

**Purpose:**

1. To ensure that all Welcome Home Angel (WHA) transactions and business agreements are made with honest intentions. The foundation’s mission supersedes all personal financial interests.

**Definitions:**

1. Individual with interest: Any officer, board member, employee or director (Member) that has a financial interest.
2. Financial interest is defined as having a connection either directly or indirectly to a business, product, or family.
	1. Having a personal connection with a family that is up for sponsorship.
	2. Receiving compensation from an entity that WHA has had a transaction or arrangement.
	3. Giving compensation to an entity that WHA has had a transaction or arrangement with.
	4. Having a potential ownership or investment interest with any entity that WHA is in negotiations with.
	5. Serving in a development/fundraising capacity for other organizations, whether formal or informal.

Compensation refers to money, services, or gifts. These can be either direct or indirect.

**Procedures:**

1. Disclosure Requirement: All interested individuals must inform the Board of any conflict of interest. The facts of the interest must also be presented at this time.
2. The voting member may relinquish their own voting privileges regarding the involvement with the particular entity in which there is a conflict of interest.
3. After information regarding the conflict has been presented, and after a discussion with the board member has taken place, a vote of remaining board members will determine if a conflict of interest exists.
	1. If a conflict is found, it is the duty of the Board to reasonably search for a better alternative where a conflict does not exist.
	2. If the Board is unable to find an alternative and if a reasonable attempt was made, the Board will vote to decide whether or not to proceed with the entity. It must be in the best interest of the foundation and its mission.

**Violations:**

1. If the Board determines that a member within WHA has withheld information regarding a conflict of interest, the member will be notified. The individual will be given the chance to explain the alleged conflict.
2. The Board will then review the matter once more and a final decision will be made.

**Compensation Conflicts:**

1. A voting member who receives compensation, in any form, from WHA is precluded from voting matters regarding the compensation.

**Annual Statements:**

1. Each director, officer, and Board member is required to sign a statement affirming that he/she:
	1. Has received a copy of the conflict of interest policy.
	2. Has read and understands the policy.
	3. Has agreed to adhere to the policy, and
	4. Understands that WHA is charitable and in order to gain and maintain federal tax exemption, the organization must engage primarily in tax-exempt activities.

**DISCLOSURE STATEMENT**

Pursuant to the purpose of requiring disclosure of certain interests, I hereby state that, to the best of my knowledge, I, my family, spouse, significant other, and/or relatives have no affiliations or interest which, when considered in conjunction with my relation to Welcome Home Angel, Inc, might constitute a real or perceived conflict of interest/duality of interest, except as noted below. (If none, write “None”.) I, my family, spouse, significant other, and/or relatives do not have a family relationship or business relationship with any officer, director, trustee or key employee, except as noted below. I have read the purpose, responsibility, and procedure for disclosing affiliations

**ORGANIZATION/COMPANY/VENDOR NATURE OF CONFLICT/DUALITY**

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I also agree to report to the WHA Executive Director and/or the President of the Board of Directors any situations that may develop in the above areas before completion of my next annual questionnaire.

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_**