



Charlotte Community Foundation (CCF) Duality/Conflict of Interest Policy Statement and Declaration

The Charlotte Community Foundation requires that all Board members, staff members, and/or volunteers (“Declarant”) complete and annually update a Duality/Conflict of Interest Declaration as a method of disclosing and ethically resolving potential dualities/conflicts of interest.

Possible duality or conflict of interest situations may exist when a Declarant has an outside personal interest that has the potential of being at variance with the best interests of CCF. Even though such interests may result in no detriment to the Foundation, they may nevertheless influence or impair the exercise of independent judgment by the individual involved.

Dualities/conflicts of interest may arise under these types of situations, but are not limited to, when a Declarant and/or an individual with whom the Declarant has a close personal relationship (e.g. spouse/partner, immediate family) is:

1. Acting in the capacity of a Board member, officer, sole proprietor, business partner, employee of or paid consultant or advisor to any CCF vendor, donor, or Charlotte County nonprofit.
2. Having a financial interest or involvement in any entity that does business with CCF.
3. Engaging in any conduct that is competitive or damaging to CCF.
4. Accepting loans, advances, or excessive gifts or entertainment from any person or organization that does business with CCF.
5. Receiving compensation for serving the Foundation as a Director - except for approved expenses actually incurred in the service of the Foundation.

Should any transaction or act of any Declarant constitute a possible duality or conflict of interest, the individual is required to disclose all of the relevant facts for consideration to determine whether a duality or conflict of interest actually exists, and if so, the manner in which it should be resolved.

All Declarants are required to complete and sign a Duality/Conflict of Interest Declaration, upon assuming their CCF responsibilities and annually thereafter, which shall be retained in the Board Handbook (board portal).

Review of the Duality/Conflict of Interest Policy and signed Declarations will become part of the organizations’ annual risk audit process.