

**1. Do you have a business or family relationship with any other officer, director, trustee, or key employee of the organization?** See the definitions below to help you correctly answer this question.

Yes  No

If yes, please indicate the names of the individuals with whom you have a relationship and indicate the words “family” or “business” next to the name. No further information is required.

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

**Business relationship is defined as:**

- a. One individual being employed by the other in a sole proprietorship or by an organization in the other individual is the trustee, director, officer, key employee, or greater than 35% owner.
- b. One individual transacting business with the other (other than in the ordinary course of either party’s business on the same terms as are generally offered to the public), directly or indirectly, in one or more contracts of sale, lease, license, loan, performance of services, or other transaction involving transfers of cash or property valued in excess of \$10,000 in the aggregate during the organization’s tax year (indirect transactions are the transactions with an organization with which the one individual associated as a trustee, director, officer, key employee, or greater than 35% owner); or
- c. The two individuals are each a director, trustee, officer, or greater than 10% owner in the same business or investment entity.

**2. Have you or any of your family members had any business transactions with the organization, either directly or indirectly, through an organization with which you or a family member is a Board member, trustee, director, or owner?**

Yes  No

If yes, please describe the transaction and the percent ownership if it is with a company you or your family member owns.

**3. Are any of your family members employed by the organization?**

Yes  No

If yes, please name the employed family member(s).

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

_____ Signed:	_____ Date:
_____ Print Name	

## Conflict of Interest Policy

I, \_\_\_\_\_, have received and read a copy of the Board Conflict of Interest policy.

I state that I:

**Check one box:**

Do

Do Not

have a conflict(s) of interest.

If yes, please explain.

---

---

Signed: \_\_\_\_\_

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

Print Name \_\_\_\_\_

## CONFLICTS OF INTEREST

The Estuary Partnership is committed to conducting its operations according to the highest standards of ethical conduct. All Estuary Partnership employees have a duty to conduct themselves in a way that honors our commitment to fair dealing and ethical conduct. Throughout its operations, the Estuary Partnership seeks to avoid even the appearance of impropriety in the actions of its leadership and employees, and it maintains a strict conflict of interest policy to protect the integrity of the organization. This policy is intended to supplement, not replace, applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

All employees are required to comply with all applicable laws, rules, and regulations always.

Employees must avoid creating a conflict of interest between their own personal interests and those of the Estuary Partnership. Examples of potential conflicts include, without limitation, situations in which:

- an employee can influence a business decision by the Estuary Partnership that may result in personal gain for the employee or the employee's family member, such as where an employee or the employee's relative owns or holds a financial interest (ownership, investment, or any compensation arrangement) in a company that conducts or seeks to conduct business with the Estuary Partnership;
- an employee holds a non-financial interest, for example serving as a board member, trustee, or in some other capacity at an entity that conducts or seeks to conduct business with the Estuary Partnership;
- an employee is involved in a close personal relationship with a vendor, partner, supplier, or competitor;
- an employee or their family member holds ownership or a financial interest in any partner, vendor, or supplier;
- an employee accepts a gift, entertainment, or other benefit from a competitor, partner, vendor, or supplier;
- an employee is offered a kickback, bribe, gift, or other special consideration because of a transaction or business dealings with the Estuary Partnership.

If an employee believes they may be involved in any situation that may cause a conflict of interest to arise, they should disclose the situation immediately to the Executive Director. Many times, by alerting the Estuary Partnership to the existence of a potential conflict of interest ahead of time, employees can avoid actual conflicts by helping to establish safeguards to protect all parties and avoid the appearance of impropriety.

## Gifts

Employees may not offer, accept, or solicit gifts, including, but not limited to, entertainment, merchandise, loans, or services, from an outside party that does business with, is seeking to do business with, or is a partner of the Estuary Partnership. This policy is designed to avoid circumstances from which it might be inferred that gift have, or were meant to have, improperly influenced the employee's business decisions. When consistent with applicable law, reasonable ethical considerations, and customs, employees may accept ordinary advertising gifts and mementos of nominal value such as pens, mugs or other "swag" or promotional items that are merely tokens and unrelated to a particular transaction. No employee may ever offer or accept cash or its equivalent. Any gift, honorarium or stipend received during Estuary Partnership business must be turned over to the Executive Director, who will determine whether the item may be used for the benefit of the Estuary Partnership or returned.