



## Confidentiality Policy and Statement

The Community Trust Foundation maintains and manages much information that must be kept confidential. This includes information about donors, prospective donors, grantees, prospective grantees, and wealth advisors and their firms. The effective functioning of the Foundation also requires respecting the confidentiality of discussions that take place and information that is shared in the course of conducting Foundation business.

The Foundation's Board has adopted this Policy on Confidentiality to assist the Foundation's directors, officers, employees, agents, fiduciaries and volunteers in fulfilling their confidentiality obligations and commitments. While the policy addresses some common confidentiality concerns, it is not an exhaustive list of all situations where a confidentiality obligation may arise. Questions about whether information is confidential or about situations in which confidential information may be released or discussed should be directed to the Executive Director. As used in this Policy, the term "Foundation personnel" includes the Foundation's directors and officers, employees, agents, fiduciaries, consultants and volunteers.

**General Rule: Information** in the possession of the Foundation and discussions of Foundation business should generally be presumed to be confidential. All Foundation personnel at every level are responsible for maintaining confidentiality.

**Confidentiality of Donor Information:** Unless otherwise requested by the donor, the Foundation may publish the names of individual donors in the Foundation's material. In the case of memorial gifts, the Foundation will provide the names of donors to members of the immediate family unless the donor has requested anonymity. The Foundation will not disclose the amount of any gift without the donor's consent. The Foundation may accept anonymous gifts to it on a case-by-case basis.

**Confidentiality with respect to Grant Applicants and Grantees:** The Foundation will not disclose financial and personal information provided by grant applicants. The Foundation will generally disclose the identity of grantees, and the amount awarded.

**Confidentiality of Foundation Business:** Except as authorized by the Foundation's board, or by an appropriate board committee, discussions and records of the Foundation's operations are generally not to be disclosed.

**Exceptions:** This policy does not apply to disclosures to attorneys, accountants and other professionals providing assistance to the Foundation. It also does not apply to disclosures to tax authorities, government agencies, courts, or as otherwise required by law.

The following are considered public documents and information contained in them is not subject to the confidentiality requirements of this policy:

- The Foundation’s annual report or financial review once it has been accepted by the board.
- The Foundation’s Form 990 as required to be publicly disclosed. This does not include the names and addresses of donors as that information is not required to be disclosed.

**Protection of Confidential Information:** Foundation personnel who have executed a copy of this policy may access confidential information necessary to the performance of their functions. Foundation personnel are expected to exercise sound judgment in securing information taken outside the Foundation’s offices or copied from its network. Any information so removed should be returned as soon as possible and deleted from laptops or other personal devices.

Confidential financial and investment information may not be used for personal gain. The Community Trust Foundation is a significant private investor and receives substantial confidential information in the performance of its investment, gift acceptance and stewardship obligations. No Board member, volunteer, or staff member shall use such confidential information for personal purposes or transmit such information to others except in the course of his or her duties on behalf of CTF.

## Conflict of Interest Policy

### I. PURPOSE

To annually certify that CTF Board of Trustees members, Officers, Staff, Committee members, or volunteers either disclose their financial or beneficial interests in entities doing business with CTF or have none, and that they agree to disclose any potential conflicts of interest to the Board of Trustees if they occur in the future.

### II. POLICY

The Community Trust Foundation (the Foundation) strives to maintain the highest ethical standards in all of its policies, procedures and programs and to avoid conflicts of interest. All persons shall act in good faith in all relationships touching upon their responsibilities to the Foundation and shall avoid any conflict of interest. No person shall personally benefit from his or her relationship with the Foundation other than by compensation for services approved by the Board or through established policy. No person shall accept any favor, gratuity or gift, which might influence actions concerning the Foundation.

### III. DEFINITIONS

**Interested Person.** Any member of the Board of Trustees, officer, staff, committee member, or volunteer who has or may have a direct or indirect financial interest or duality of interest is an interested person.

**Financial Interest.** Any interest held, directly or indirectly, through business, employment, investment or family relationship: (a) in any entity with which the Foundation has a transaction or arrangement, (b) as a compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction or arrangement, or (c) as a potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the Foundation is negotiating a transaction or arrangement.

**Duality of Interest.** There is a duality of interest if an Interested Person is affiliated with an organization requesting a grant from the Foundation. Such an affiliation exists if that person is a member of the Board of Trustees, volunteer, staff, significant donor, advocate or advisor of such organization.

**Conflict of Interest.** The existence of a Financial Interest or a Duality of Interest may create a Conflict of Interest. Receipt of compensation by an employee of the Foundation does not create a Conflict of Interest unless the employee also has a Financial Interest in an entity or individual with which the Foundation has a transaction or arrangement.

#### IV. PROCEDURES

**Disclosure and Determination.** Every Interested Person shall disclose any actual or possible Conflict of Interest, at the earliest time possible, to the Board or the Committee of which the Interested Person is a member. After disclosure and appropriate opportunity for discussion, the Executive Director or President shall determine whether a Conflict of Interest exists. In the case of an employee such disclosure shall be made to the Executive Director. The Interested Person shall not participate in that determination.

Before a staff, board or volunteer committee member begins his or her service with the Foundation, and thereafter on an annual basis, he or she shall file with the president of the Foundation a list of his or her principal business activities, as well as involvement with other charitable and business organizations, vendors or business interests, or with any other associations that might produce a conflict of interest.

In addition to the disclosure required by the previous paragraph, each member is under an obligation to the Foundation, to his or her fellow staff or volunteers, and to the community served by the Foundation to inform the Foundation of any position he or she holds or of any business or a vocational activity that may result in a possible conflict of interest or bias for or against a particular grantee, action or policy, at the time such grant, action or policy is under consideration by the board or any volunteer committee of the Foundation. Any duality or possible conflict of interest on the part of any member shall be disclosed to the Chair of the Board/President (in the case of volunteers) or the Foundation Director (in the case of staff members) and made a matter of record as soon as the issue in question is raised and a possible conflict is known.

**Action.** The Foundation will endeavor to avoid entering into any transaction or arrangement where a Conflict of Interest exists but if, after exercising due diligence, it determines that a more

advantageous transaction or arrangement is not reasonably attainable and the transaction or arrangement is in the best interest of the Foundation, it may enter into it.

If it is determined that a Conflict of Interest exists, the Interested Person will no longer participate in the transaction or arrangement. When the board, committee or staff is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall physically absent herself or himself without comment from not only the vote, but also from the deliberation, unless directly requested by the President, Foundation Director or relevant committee to provide factual information or answer factual questions that may assist the board or committee in making a wise decision. In no case shall that member vote on such matter or attempt to exert personal influence in connection therewith.

Disclosure and abstention shall be recorded in the minutes of the meeting(s) at which the issue is discussed and decided.

In any situation not specifically covered by the previous sections of this policy, members shall consider carefully any potential conflict of their personal interests with the interests of the Foundation and refrain from any action that might be perceived as an actual or apparent conflict of interest.

**Enforcement.** If the Foundation has reasonable cause to believe that a member of the Board of Trustees, volunteer, or staff member has failed to disclose a Conflict of Interest, the President or Executive Director will inform that person of the basis of such belief and afford him or her an opportunity to explain the alleged failure to disclose. If, after appropriate discussion, it is determined that a Conflict of Interest exists, the Foundation shall take appropriate corrective and disciplinary action.

**Records.** Full and complete records and minutes shall be made and maintained of activities relating to Conflicts of Interest.

## V. ANNUAL STATEMENT

Each member of the Board of Trustees, officer, volunteer, committee member, and staff member shall annually sign a statement that affirms that such person has received a copy of this Policy, has read and understands it, has agreed to comply with it and understands that the Foundation is a charitable organization that must adhere to Federal tax regulation for tax exempt organizations.



## Confidentiality Policy Statement

I have read and understand the Community Trust Foundation Confidentiality Policy. I agree to abide by this Policy at all times during my affiliation with CTF as a member of the Board of Trustees, officer, volunteer, committee member, and staff member.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Conflict of Interest Disclosure Statement

Name \_\_\_\_\_

Current employer or business affiliation \_\_\_\_\_

Position \_\_\_\_\_

**Other relationships.** Please disclose any other employment or financial interests, which you or members of your immediate family may have that might give rise to a possible Conflict of Interest with the Foundation. This includes being a relative of a student applying for a scholarship in which you are serving on the selection committee.

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**Charitable and Civic Interests.** Please disclose all official positions you or members of your immediate family may have with any charitable, civic or community organization and any other relationship with such an organization, such as significant donor, volunteer, advocate or advisor, that might give rise to a possible Conflict of Interest.

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I affirm that I have received a copy of The Community Trust Foundation Conflict of Interest Policy, have read and understand it, agree to comply with it and understand that the Foundation is a charitable organization that must adhere to Federal tax regulation for tax exempt organizations.

Signature \_\_\_\_\_

Date \_\_\_\_\_