

# THE VICTORIA COLLEGE FOUNDATION, INC.

## Conflict of Interest Policy

High standards, ethical behavior, personal integrity and impartiality are inherent to the reputation and ultimate success of the Victoria College Foundation. In keeping with these norms, foundation officers, directors and staff must refrain from engaging in any behavior that may be construed as self-dealing or in conflict with the mission, goals and fundamental purpose of the Foundation. Examples of such behavior include the following:

1. serving other organizations in capacities of a Board position, strategic planning or of similar decision-making authority that are in conflict with the goals of the Victoria College and the Foundation;
2. using the equipment or other resources of the Foundation to secure outside personal gain;
3. citing participation in the Foundation to advance personal, political or profit-motivated activities;
4. marketing services or products to the Foundation on a non-competitive basis;
5. disclosing to outside parties plans and other information about the Foundation when such information is not readily available to the general public; and,
6. leveraging involvement with the Foundation to secure favorable rates, discounts or other preferential treatment.

The Foundation acknowledges that the appearance of conflict of interest does not always imply actual conflict. Policy requires, therefore, that all potential conflicts of interest – including memberships in, or affiliations with, other nonprofit or proprietary organizations, business affiliations with possible vendor implications, elected office at any level, involvement in any other activity that might be construed as in conflict with the mission, goals and purpose of the Foundation – shall be presented in writing to the president of the Foundation Directors and the Foundation's Executive Director for purposes of review and possible action.

Such action may include holding the information on file, informing the Board of the appearance of conflict of interest or requiring the director to either cease and desist the activity or to relinquish foundation directorship.

## **Affirmation**

As a duly elected member of the Victoria College Foundation, I hereby certify that I have kept a copy of this policy statement on conflict of interest for my files; and

\_\_\_\_\_ that, to the best of my knowledge, no circumstances exist with me or my immediate family that might be construed as a conflict of interest with my membership on the board of directors of the Victoria College Foundation.

Or

\_\_\_\_\_ that personal or immediate family circumstances currently\* exist that might be construed as a conflict of interest with Victoria College Foundation directorship. The circumstances are described below and are submitted to the Foundation leadership for review and recommendation.

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

---

## **Possible Conflict of Interest Disclosure**

**Approved by VC Foundation Board of Directors: May 14, 2007**

\* Policy also requires disclosure of future possible conflicts of interest as such situations materialize and not later than 90 days from the time the circumstance is discovered.