

CODE OF CONDUCT & CONFLICTS OF INTEREST

APPROVED: 7/20

REVISED:

CODE OF CONDUCT

EXPECTATIONS

Commitment to the Mission and Values of the SD VOAD.

ETHICS

To provide the highest standard of trust and integrity for SD VOAD, all members shall make every effort to be ethical in their conduct and avoid any actions or relationships which might impair professional judgment or which might increase the risk of damaging the SD VOAD's reputation and good standing. All members shall be aware of and follow the code of ethics set within their profession.

ABUSE OF POWER

Kickbacks, bribes or other forms of personal enrichment are not permitted in any circumstances. SD VOAD members are not permitted to receive material personal gifts of money, goods or services from clients or their family members, beneficiaries, or sub-contractors. Questions about the appropriateness of any items that may be provided by vendors or others should be directed to the Board of Directors.

REFERRALS

SD VOAD prohibits making or accepting payment or other consideration in exchange for referrals; steering or directing referrals to private practices in which members, consultants, or the immediate family of members and consultants are engaged.

CONFLICTS OF INTEREST

Philanthropic organizations such as SD VOAD have a responsibility to conduct themselves in accordance with the highest principles to maintain the public's trust and to fulfill the mandate of their non-profit, tax-exempt status accorded by the U.S. government.

Furthermore the degree of trust of SD VOAD to clients, donors, volunteers, and other supporters is vital to the well-being of the organization. Any conflict of interest, or merely the appearance or suggestion of conflict can damage an organization's reputation and ability to carry out its mission. Therefore all those individuals having a relationship with SD VOAD (Board member, Member, Partner, employee, and consultant) shall disclose any possible or potential conflict of interest.

A conflict of interest is defined as a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust. Any member who becomes aware of a conflict or potential conflict should bring it to the attention of the Board of Directors.

This Conflict of Interest Policy is designed for SD VOAD Board of Directors as well as its Members, Partners, employees, and consultants, to help ensure the public's trust by avoiding and/or managing/minimizing conflicts that may present themselves in the daily organizational life of SD VOAD.

A conflict of interest under this policy includes but is not limited to:

- Holding any direct or indirect financial interest in the assets, leases, business decisions, transactions, or professional services of SD VOAD.
- Accepting personal favors, gifts, gratuities that relate to, effect or influence decisions made for, regarding or on behalf of SD VOAD.
- Using donor information or relationships inappropriately or in ways that might damage donor confidentiality and/or relationships with SD VOAD.

Since the Board of Directors has ultimate fiduciary responsibility for the organization it is imperative that the governing policies and practices pass the highest form of scrutiny in the public forum.

POLICY

Each Director, Member, Partner, employee, and consultant, shall exercise an unbending Duty of Loyalty to exercise their powers in the sole interest of SD VOAD and not in their own interest or the interest of another entity or person and a Duty of Care to participate in the decisions of the Board and to be informed as to the data relevant to such decisions.

To this end, each director, member, partner, employee, or consultant shall:

1. Avoid any material conflicts of interest that may be perceived as creating a potential conflict between the interests of SD VOAD and the interests of the entity/individual in question.
2. Exercise the utmost good faith, strict rule of honesty, best care, skill, and judgement in all transactions relating to his/her duties to SD VOAD.
3. Not use his/her position, or knowledge gained therefrom, in such a manner that a conflict might arise between the interest of SD VOAD and his/her personal interest.
4. Immediately disclose any potential conflict of interest.
5. Should any Member or Partner of SD VOAD be involved in any way, directly or indirectly, in a business or financial transaction pertaining to the agency, that

person shall make known such involvement to the Board of Directors by providing full disclosure of all information relevant to that involvement.

6. Avoid directly or indirectly participating in any discussion, decision, arrangement, investment, vote, or other activity that constitutes a conflict of interest or potential conflict of interest, or that could result in personal benefit to him/herself or others with whom s/he is associated,
7. Not accept any favor that may be perceived to potentially influence his/her official act or that might reflect upon his/her business conduct.
8. Not conduct personal business with SD VOAD, nor use SD VOAD assets or labor for personal use, nor develop a relationship with employees of SD VOAD that may interfere with the exercise of impartial judgment in decisions affecting.
9. Not obtain economic benefit for him/herself, his/her relatives, or friends from his/her association with SD VOAD.
10. When providing proposals for services, the SD VOAD Member's/Partner's or their firm's business proposal must be a responsible bid that meets whatever appropriate specifications have been set forth. The proposal will be considered equally with other proposals received. The Board will fully document, in minutes, how the decision was made.
11. Offer his/her resignation if her/his status changes and can no longer comply with the requirements of this policy.

PROCEDURES

1. Any possible conflict of interest shall be disclosed to the Board of Directors in advance of any discussion or action by the board. (Members should err on the side of prudence and declare actual as well as potential conflicts if in doubt as to the relationship or interest.)
2. The minutes of meetings will reflect any disclosures of conflicts of interest.
3. The Board of Directors shall have the authority to administer and enforce all aspects of the Conflict of Interest Policy. In the absence of resolution of actual or potential conflicts of interest, the committee may refer the matter to the entire SD VOAD for a vote.
4. Decisions made by the Board of Directors may be appealed in writing within thirty (30) days of the decision.