

Foundation Beyond Belief, Inc. (FBB) recognizes the importance of protecting the non-profit organization while preserving the rights of employees and board members to participate as private citizens.

A conflict of interest includes any activities such as, but not limited to:

- Having a vested interest in an external business which may provide materials or services to FBB
- Being offered services or materials as a result of employment or position with FBB
- Making use of a position with FBB to solicit services or materials for personal gain
- Utilizing FBB equipment, services or materials for an external business
- Pursuing personal gain over the well-being or needs of people supported

As FBB's relationships are founded on trust and commitment to strive for mutual benefits, it is expected that the representative's time/labor/skill and attention will be devoted to FBB business. This includes the following expectations:

1. Property, materials and services of FBB will be utilized only as requested or authorized by the employment relationship.
2. Participation of the employee in other business, organizations, or activities that compromises the employment relationship or disadvantages FBB will be considered a conflict of interest.
3. The President shall be responsible for identifying potential conflict of interest activities of employees. Employees must consult with the President prior to engaging in any activities that may be seen as a conflict of interest.
4. Employees who fail to honor the provisions of this policy will be considered to be in breach of the employment relationship with FBB and may be subject to disciplinary action up to and including termination of employment.

Procedures

The President shall be responsible for identifying potential conflict of interest activities of employees. Employees must consult with the President prior to engaging in any activities that may be seen as a conflict of interest.

The Board Chair shall be responsible for identifying potential conflict of interest activities of the President. The President must consult with the Board Chair prior to engaging in any activities that may be seen as a conflict of interest.

1. Members of the Board of Directors shall disclose to the Board Chair prior to engaging in any activities that may be seen as a conflict of interest.
2. Non-compliance of this policy and procedures on the part of the board members shall constitute cause for removal from the board.
3. Board members shall confirm in writing that they have received and read this policy and procedure at the first meeting of the Board of Directors that they attend following their election.