

## **The Jessie Ball duPont Fund Policy on Conflicts of Interest**

According to the policies that govern the Jessie Ball duPont Fund, the Trustees and staff are expected to adhere to the Fund's conflict of interest statement that holds that Trustees and staff may not serve on the board of an organization eligible to receive support from the Fund. Furthermore, Trustees must disclose any relationship that she or he may have or may have had with an organization eligible to receive support from the Fund and must abstain from voting on any grant request that may be involved if a conflict of interest exists or appears to exist.

In light of these policies:

- ❖ When a Trustee has a conflict of interest or a perceived conflict of interest, she or he shall disclose such interest to the Board of Trustees and the Fund's president, and such Trustee shall not vote on the matter. A Trustee shall not use her or his personal influence in the discussion of the matter. However, any Trustee or staff member who has a conflict of interest may state his or her position on the matter and may answer questions posed by other Trustees when the Trustee's or staff member's knowledge of the matter will assist the Board of Trustees.
- ❖ The minutes of the Trustee meetings shall record the conflict of interest and shall show that the Trustee abstained from voting on the matter.
- ❖ A copy of this policy shall be included in the Jessie Ball duPont Fund Trustee handbook. Each Trustee shall be required to review a copy of this policy and acknowledge in writing that she or he has done so.
- ❖ Each member of the Board of Trustees shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the person is involved that she or he believes could contribute to a conflict of interest arising. Any such information regarding business interest of such person shall be treated as confidential and shall generally be made available only to the Chair, the President, and any committee appointed to address the conflicts of interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.

Adopted August 17, 2005

**Conflict of Interest Policy Acknowledgment for Trustees**

Name: \_\_\_\_\_

I hereby certify that I have reviewed, and agree to abide by, the Policy on Conflicts of Interest of the Jessie Ball duPont Fund that is currently in effect.

Signature: \_\_\_\_\_

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