

THE ATLANTA WOMEN'S FOUNDATION

CONFLICT AND DUALITY OF INTEREST POLICY

The Atlanta Women's Foundation operates in accordance with policies and procedures that seek to avoid any conflict of interest or the appearance of any conflict of interest on the part of its members and staff in carrying out its mission.

It is recognized that Board members, advisory committee members and staff will serve in many capacities in the nonprofit community and community at-large with agencies, institutions and programs that are or may be grant applicants with the Foundation. Such roles give rise to a dual interest, which is permissible and often beneficial to both organizations. For purposes of this policy statement such roles shall be defined to be "a duality of interest or involvement". Dual roles can be misconstrued however, and thus a sensitivity is desirable to reduce or eliminate perceptions of favoritism.

A "conflict of interest" for the purpose of this policy is:

any situation where a Board member, or advisory committee member, or a member of their immediate family holds a trusteeship or directorship or executive position in an agency or organization with business before the Foundation or was a founding member of such agency;

any situation where a Board member or advisory committee member holds a position where the person's action in one capacity can or would serve to benefit one organization to the disadvantage of another. A conflict can also exist where a person's dual positions compromise their objectivity in performing obligations of loyalty to either organization.

The Atlanta Women's Foundation has established the following policies regarding duality of interest or involvement and conflicts of interest:

1. Normally, Foundation staff should not serve as a trustee, director, or officer of, or in any other official capacity with, any organization that has received a grant in the past, or might reasonably be expected to apply for a grant in the future from the Foundation. Under certain circumstances, however, staff will be permitted to serve in such capacities with prior approval from the CEO.
2. No member of the Foundation's Board, advisory committees, or staff, or members of their immediate family, shall have any monetary benefit, direct or indirect, in any grant to, or other transaction with, any organization of the type described in paragraph 1 above;
3. During the consideration of any proposed grant to any organization by the Foundation Board or by an Advisory Committee thereof, any member of the Foundation Board or Advisory Committee who has a duality of interest or involvement with the prospective recipient shall notify the Chair if such is not otherwise noted in the review. If such person serves on the Board or is an official advisor to the applicant, such person shall refrain from voting on the proposed grant but shall, subject to the discretion and control of the presiding

Conflict of Duality and Interest Policy
Page Two

chair, be permitted to participate in discussions regarding the applicant organization. Any person deemed by herself or the chair to have a conflict of interest shall not participate in any consideration of an agency request.

4. No organization with which any member of the Foundation Board or the immediate family members of any such person is so affiliated shall receive any special consideration whatsoever by the Foundation Board, or by the staff for its application. No variation in the procedures or standards for processing grants shall be permitted and particularly thorough scrutiny, justification, and consideration shall be applied to the application of any such organization.

For the purpose of carrying out this policy, the Foundation will periodically distribute to all members of the Board of Directors, Advisory Committees and staff, a questionnaire concerning such organizations with which each person and/or immediate family members are affiliated. On the basis of these questionnaires, staff will identify any affiliation whenever such organizations are considered for a possible grant or evaluated in connection with a grant previously made.

It is also the responsibility of each Board member, Advisory Committee member and Foundation staff to inform the CEO or Chair of the Foundation of any conflicting roles or dual roles they may have if such are not otherwise made known by the foregoing process.

UNDERSTANDING AND ACKNOWLEDGEMENT:

I, _____, in my capacity as a Board member,
(Printed Name)

advisory committee member or employee of the Atlanta Women's Foundation, hereby acknowledge my understanding of the Conflict of Duality and Interest Policy as set forth above and I agree to abide by its provisions.

(Signature)

(Date)