



# FLORIDA 4-H FOUNDATION

## FLORIDA 4-H CLUB FOUNDATION, INC.

CODE OF BUSINESS CONDUCT AND POLICY ON CONFLICTS OF INTEREST

### PURPOSE

It is the policy of the Florida 4-H Foundation, Inc., (Foundation) to conduct all of its business affairs and relationships with customers and others with honesty, integrity and high ethical standards. The Foundation's ability to function as a respected member of the education and youth development community rests solely on the trust and confidence that our customers and peers have in us. That confidence is earned, on a daily basis, when we conduct our business with integrity and the highest ethical standards. In order to provide standards of appropriate conduct for directors, employees and associates of the Foundation, the Board of Directors has adopted this Code of Business Conduct and Conflict of Interest Policy.

### PERSONAL FINANCIAL INTEREST

#### *Purchase of Lease Of Property, Products Or Services*

No director, employee or members of his or her household, may have directly or indirectly, a financial interest in any business enterprise with which the Foundation engages in the purchase, sale, or lease of property, or to which it renders or from which it secures products or services without excusing himself or herself from the committee and board votes involving the decision and without the approval of the board chairman.

Initials \_\_\_\_\_

### Grants

No director, employee, or members of his or her household, may have directly or indirectly, a financial interest in a Foundation grant allocation without excusing himself or herself from the committee and board votes involving the grant decision and without the approval of the board chairman. Initials \_\_\_\_\_

### GRATUITIES

#### *Monetary Gifts and Loans*

No director, employee or members of his or her household should ever accept the receipt of any monetary gift or loan (other than customary loans from financial institutions which are arm's length transactions and the terms of which provide for the debtor to pay interest at a rate at least equal to the institution's prime rate) whether by cash or by check, from any customer, supplier, business associate, or any third party dealing or desiring to deal with the Foundation. Initials \_\_\_\_\_

#### *Benefits, Gifts, Entertainment and Other Favors:*

No director, employee, or members of his or her household should accept any benefits, gifts, entertainment or other favors which go beyond common courtesies usually associated with business practices (e.g. Holiday gifts, an occasional lunch, etc.) which thereby might be regarded as placing him or her under some obligation to a third party dealing or desiring to deal with the Foundation, or might give the appearance or perception to a reasonable person that his or her independent professional judgment and loyalty to the Foundation might be jeopardized or impaired.

Any director, employee or members of his or her household who receives a benefit, gift offer of entertainment or favor which is either unusual and/or the value of which exceeds \$75 including but not limited to trips, the "gift" shall before the receipt of, use of, or participation in, such gift as may be applicable, obtain approval of such gift in writing from the board chairman. Initials \_\_\_\_\_



FLORIDA 4-H  
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**BUSINESS CONFIDENTIALITY**

No director or employee shall disclose or use customer information, mailing lists, trade secrets, work product, confidential information, privileged or inside information obtained through their relationship with the Foundation for personal, financial or other business advantage or for the benefit of others or in any other manner outside of the scope of the Foundation business. Initials \_\_\_\_\_

**OUTSIDE ACTIVITIES**

No employee shall act as a director, partner, officer, consultant or advisor of any business or professional firm or corporation which is competitive to or has business dealings with the Foundation nor accept any outside responsibility which is likely to involve the use of the employee’s time during normal business hours, or which involved the receipt of fees or other compensation without approval of the Chairman of the Foundation. Initials \_\_\_\_\_

**ANNUAL DECLARATIONS**

Each director and employee of the Foundation shall execute annually the following conflict of interest certificate disclosing any possible areas of conflict of interest:

**DIRECTOR’S AND EMPLOYEE’S CONFLICT OF INTEREST CERTIFICATE**

This will certify that I have read the “Code of Business Conduct and Policy on Conflicts of Interest” of the Foundation and have received a copy for my guidance.

This will further certify that I have examined my personal situation and find (check one):

- ( ) No area of possible conflicts of interest
- ( ) No area of possible conflict of interests except the following which might be considered to be questionable:

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Signed at \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title or Affiliation*