



Conflict of Interest Policy

The purpose of the following policy is to prevent the personal interest of Directors, employees, and volunteers from interfering with the performance of their duties to Earth Force or result in personal financial, professional, or political gain on the part of such persons at the expense of Earth Force or its members, supporters, and other stakeholders. A Conflict of Interest (Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Director or employee of Earth Force.

1. Full disclosure, by notice in writing or orally at a meeting when it becomes known to an interested Director, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A Director is related to another Director or employee by blood, marriage or domestic partnership.
 - b. An employee in a supervisory capacity is related to another employee whom she/he supervises.
 - c. A Director or his/her organization stands to benefit from a transaction with Earth Force or an employee of such organization receives payment from Earth Force for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A Director's organization receives grant funding from Earth Force.
 - e. A Director or employee is a member of the governing body of a contributor to Earth Force.
 - f. A volunteer working on behalf of Earth Force meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Earth Force's best interests. Both votes shall be settled by a majority vote, without counting the vote of any interested Director. This shall be the process even if the disinterested Directors make the Board less than a quorum; provided that at least one consenting Director is disinterested.
3. A Director or Committee member who is formally considering employment with Earth Force must take a temporary leave of absence from the Board or Committee

until the position is filled. Such a leave will be taken within the Director's elected term, which shall not be extended because of the leave. A Director or Committee member who is formally considering employment with Earth Force must submit a written request for a temporary leave of absence to the Secretary of the Board, c/o Earth Force's office, indicating the time period of the leave as soon as the situation becomes known to that Director or Committee member. The Secretary of Earth Force will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Earth Force.

4. An interested Director or employee shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate if requested by other Directors or committee members.
5. Anyone in a position to make decisions about spending Earth Force's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from any such decisions – has a duty to disclose such conflict as soon as it arises (or becomes apparent). She/he should not participate in any final decisions.
6. Directors and employees shall not accept any fees or other remuneration from any organization or institution that is providing funds or services to Earth Force or in conjunction with a project or program for which Earth Force funds are being sought or have been granted. Directors, employees, shall neither solicit nor accept gratuities, favors, or anything of monetary value from potential or actual contractors or parties to sub-agreements.
7. A copy of this policy shall be given to all Directors, employees, volunteers or other key stakeholders upon commencement of such person's relationship with Earth Force or at the official adoption of this policy. Each Director, employee, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
8. This policy and disclosure form must be reviewed, signed, and returned to Earth Force annually by all Directors, employees, and volunteers.
9. Any violation of ethical standards will be evaluated by the Board of Directors of Earth Force and appropriate corrective action, including dismissal or legal proceedings, may be taken.



Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Earth Force Conflict of Interest Policy (ratified by the Earth Force's Board of Directors on September 26, 2016)

I have no conflict of interest to report

I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date