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June 1, 2012

**MEMORANDUM OF POLICY**

**RE: Combined Fund Drive policy on conflicts of interest**

This conflict of interest policy is designed to help directors, officers and employees of the Combined Fund Drive (CFD) identify situations that present potential conflicts of interest. It will provide the CFD with a procedure, if observed, that will allow a transaction to be treated as valid and binding even though a director, officer, volunteer or employee has or may have a conflict of interest with respect to the transaction.

**Avoidance of conflict of interest**

Any employee of the Combined Fund Drive, member of the CFD Advisory Council or county committee, because of membership on the council or committee or other affiliation with a charitable organization, could be or appear to be a conflict of interest under any statute, regulation, Executive order, or applicable agency standards of conduct. Under no circumstances may a CFD employee, volunteer or Advisory Council member affiliated with an organization for inclusion on the local list, participate in the eligibility determinations of other charities, donors or volunteers.

**Prohibited discrimination**

Discrimination for or against any individual or group on account of race, color, religion, sex, national origin, age, handicap, or political affiliation is prohibited in all aspects of the management and the execution of the CFD. Nothing herein denies eligibility to any organization, which is otherwise eligible under this part to participate in the CFD, merely because such organization is organized by, on behalf of, or to serve persons of a particular race, color, religion, sex, national origin, age, political ideology, or handicap.

*This policy has been so approved on June 1, 2012 by:*

A handwritten signature in blue ink that reads "Stephanie Horn".

Stephanie Horn  
Special Programs Director

A handwritten signature in blue ink that reads "Randy Ryan".

Randy Ryan  
Program Manager

