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## WASHINGTON STATE COMBINED FUND DRIVE POLICIES AND PROCEDURES

Policy     Procedure

<b>Title:</b> Conflict of Interest Policy	
<b>Developer Name:</b> Heather Lucas	<b>Submission Date:</b> 5/1/2018
<b>Approved by:</b> Philip Kerrigan	<b>Approval Date:</b> 5/1/2018
<b>Approving Signature:</b> 	

### OVERVIEW

This statement discloses the policy drafted by the Washington State Combined Fund Drive (CFD) on conflicts of interest.

The CFD is committed to maintaining transparency for all CFD stakeholders. This policy is designed to help directors, officers and CFD staff 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 or member of the 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 participate in the eligibility determinations of other charities, donors or volunteers. Due to the CFD's need to remain unbiased, CFD staff members cannot serve on charity boards or in any capacity to make decisions for charities that impact operations.

### PROHIBITED DISCRIMINATION

Discrimination for or against any individual or group on account of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, 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.

### NOTIFICATION OF CHANGES

If the Combined Fund Drive decides to change its privacy policy, those changes will be posted to [www.cfd.wa.gov](http://www.cfd.wa.gov) so all users are aware of what information is being collected, how it is used, and under circumstances, if any, it is disclosed.



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**CONTACT US**

For further questions regarding this procedure, you can reach the state CFD office at:

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