

The Virginia College Fund  
Conflict of Interest Policy

The standard of behavior at the Virginia College Fund (VCF) is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the VCF on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

It is understood that the purposes of this policy are to protect the integrity of the VCF's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, members will be asked for a written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate. It is understood that the purposes of this policy are to protect the integrity of the VCF's decision-making process, to enable constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest will be requested. This written disclosure will be kept on file and will be updated as appropriate.

All affiliated parties are asked to disclose any interests in a transaction or decision where (including my business or other nonprofit affiliations), family, employer, or close associates will receive a benefit or gain. After disclosure, discussion and or vote on the matter will take place by the Executive Committee or full Board. The disclosing party will not take part in said discussion/vote.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_