

Sister Cities of Delray Beach Confidentiality/Conflict of Interest Board of Directors, Committee Members and Staff

Name: _____

Date: _____

Purpose.

As an organization committed to adhering to the highest standards of operation and governance, Sister Cities of Delray Beach asks each of its Board/Committee members to identify any real or potential conflicts of interest to assure the public served that each and every decision made is done so in the primary and best interest of our Community.

As an organization committed to keeping confidential matters confidential, Sister Cities of Delray Beach asks each of its Board/Committee members to maintain all information and records concerning members, donors, clients, volunteers and the organization in strict confidence.

Process:

Each year, each Board Member will complete a Confidentiality/Conflict of interest Statement, which requests that the Member identifies any possible conflicts he or she may have with respect to an assigned task. Specifically, the Member will be asked to identify any direct or indirect relations he or she has with any person or persons currently obtaining or seeking Sister Cities of Delray Beach business. Additionally, the Member will be asked to identify any business relationships he or she has with any organizations or persons doing business with the Sister Cities of Delray Beach.

Copies of the Confidentiality/Conflict of Interest Statements will be confidentially maintained by the Secretary of the Sister Cities of Delray Beach or his/her designee. In addition, the Chairman of a committee would be informed by the Chairman of any direct or potential conflicts of interest a person may have with respect to the business of that committee. If the actual or potential conflict of interest is of such magnitude, then the individual will be asked to resign from the committee or asked to not participate in various discussions on that committee in which the conflict may arise. For purpose of this policy, a member is defined as either a Committee or Board Member, unless otherwise noted.

Prohibitions:

1. A member may not discuss nor give to any person/organization any sensitive or confidential information concerning organizational records, client records, donor records, agency records, staff records, future plans/actions, and other information that Sister Cities of Delray Beach considers confidential. If you question if certain information is confidential or not, speak with the Chairman of the Board.
2. An individual who is related to a Board Member as a step-parent, sibling, step-sibling, in-law, aunt, uncle, cousin or other family member shall not serve as a Board Member.
3. A member who is a relative may not vote on or discuss any candidate for a Sister Cities of Delray Beach property.
4. A member who is a businessperson may not serve directly on any Sister Cities of Delray Beach committee that develops bids or seeks contractors for specific business for which the member may wish to seek.
5. A member whose family member does business with Sister Cities of Delray Beach must disclose such business dealings.
6. A Board Member who wishes to do business with Sister Cities of Delray Beach or does direct business with Sister Cities of Delray Beach must be sensitive to the perception that the Member's business relationship may

influence how others view the Sister Cities of Delray Beach. Board Members should make it absolutely clear that their business relationship is independent and not associated with any actions or possible actions they may take as a Board Member.

7. Each Board Member pledges that he or she will not misuse the office or position, will not participate in debate on any matter which may come before the Board for decision and which may benefit a family member, client, or business acquaintance, and will not seek or accept any personal profit or gain, or unwarranted favor or privilege for himself or herself, or any relative or other person.
8. Each Board Member pledges not to improperly influence or attempt to influence other Board Members.
9. Each Board Member agrees to be honest, fair, and respectful to others in performing his or her duties as a member of the Sister Cities of Delray Beach Board, and agrees to refrain from and avoid conduct creating an appearance of impropriety or which is otherwise unbecoming a Board Member, including but not limited to making false accusations or personal attacks against another public officer, or behaving in a rancorous or contentious manner.
10. A Board Member shall not use the provisions of this Code of Ethics to further frivolous claims against one another. Frivolous claims shall be those forwarded with knowledge that the claim contains one or more false allegations or those made with reckless disregard as to whether the complaint or claim contains false allegations of fact material to a violation of this Code of Ethics.
11. A Board Member shall not knowingly violate any federal, state, or local law, rule or regulation.

I have read the Sister Cities of Delray Beach Code of Ethics, the Whistleblower Policy and Records Retention/Document Destruction Policy and I will adhere to them.

I have read Sister Cities of Delray Beach's Board of Directors and Committee Member Confidentiality/Conflict of Interest Policy and I will adhere to this policy.

Signature

Print Name: _____

Date: _____

Please list below any real or potential conflicts of interest you may have.
