

## **TECH Fort Worth Conflict of Interest Policy**

This Conflict of Interest Policy governs the activities of the Board and staff of TECH Fort Worth. Questions about the policy should be directed to the Chair of the Board of Directors. It is the duty of all Board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the staff member's supervisor (ii) the Executive Director, (iii) the Chair of the Board or (iv) the Secretary/Treasurer, or other designated person, as appropriate. This policy provides guidelines for identifying and disclosing conflicts and procedures to manage conflicts of interest and situations that may result in a conflict or the appearance of a conflict.

1. **What is a conflict of interest?** A conflict of interest arises:
  - a. When a Board member or staff member has a personal interest that conflicts with the interests of TECH Fort Worth, or
  - b. When a Board/staff member has divided loyalties .Situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in TECH Fort Worth's decision-making process. Both results are damaging to TECH Fort Worth and are to be avoided.
  - *Example #1:* a Board/staff member may benefit financially from a transaction between the organization and the Board/staff member; or others closely associated with the Board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the Board/staff member is closely associated, could benefit from similar transactions.
  - *Example #2:* A conflict of interest could be a direct or indirect financial interest such as those described above, or a personal interest such as the situation where a Board member of TECH Fort Worth is also a board member of another nonprofit or for-profit entity with which TECH Fort Worth collaborates or conducts business.
2. **Who might be affected by this policy?** Typically persons who are affected by a conflict of interest policy are the organization's Board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. Board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.
3. **Disclosure of Conflicts.** Board members and senior staff will annually disclose and promptly update any disclosures previously made to the Chair of the Board of Directors on an Annual Conflict Disclosure Questionnaire provided by the organization that requests them to identify their interests that could reasonably be expected to give rise to conflicts of interest or appearances of conflicts of interest, such as substantial business or investment holdings, or transactions or affiliations of the Board/staff member or their immediate families with businesses or other nonprofit organizations.

Board and staff are also urged to disclose conflicts as they arise or evolve that could reasonably be expected to result in a conflict of interest or an appearance of a conflict of interest. Advance disclosure should occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to the Executive Director, and the Executive Director and Board members should disclose to the Chair of the Board, as soon as the person with the conflict is aware the conflict, potential conflict or appearance of a conflict exists.

**4. Procedures to Manage Conflicts.** For each interest disclosed, the Executive Director or the Chair of the Board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full Board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
- In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons.
- The fact that a conflict was managed, together with a description of the outcome, will be documented in the minutes of Board meetings if the conflict was related to a Board member, and reported by the Executive Director to the Chair of the Board if the conflict was related to a staff member.
- The Chair of the Board/Executive Director will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.

**TECH Fort Worth  
Annual Conflict Disclosure Questionnaire**

Note: This form is to be prepared and signed annually by all staff and Board members of TECH Fort Worth, in accordance with the TECH Fort Worth Conflict of Interest Policy. It must also be updated any time there is a change in the disclosures.

Name: \_\_\_\_\_

Position (staff/Board member): \_\_\_\_\_

Please initial as appropriate and describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest or an appearance of a conflict of interest between TECH Fort Worth and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict(s) of interest, potential conflict(s) of interest or appearance(s) of conflict of interest to report (attach other sheets, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the TECH Fort Worth Conflict of Interest Policy.

Signature: \_\_\_\_\_

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