

### **Conflict of Interest Policy**

**Trinity Foundation, Inc. undertakes to abide by high standards of ethical conduct. Personnel will not use their positions or knowledge to obtain benefits that properly belong to Trinity Foundation, Inc. or the public it services. All personnel are to avoid conflicts of interest.**

**All personnel, including board members, staff, and volunteers, shall disclose any personal interest in any contract or other business transactions involving Trinity Foundation, Inc.. Additionally, persons having such personal interests shall not vote on the acceptance of such contracts or transactions. Individuals covered by this policy shall make disclosure of:**

- Any interest in a business with which Trinity Foundation, Inc. contracts for goods or services, or contemplates so contracting, and about which the individual has knowledge.**
- Any non-business personal relationship (such as a spouse or relative) with any person or firm with which Trinity Foundation, Inc. contracts for goods or services, or contemplates so contracting, and about which the individual has knowledge.**
- Any gifts received from a person or firm with whom Trinity Foundation, Inc. contracts for goods or services, or contemplates so contracting, which have a cumulative value in excess of \$100 on an annual basis.**