

# **HILDE B FOUNDATION**

## **CONFLICT OF INTEREST POLICY**

### **1. Purpose**

This Conflict of Interest Policy is intended to protect the interests of the Hilde B Foundation ("Foundation") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, or key volunteer.

### **2. Definition of Conflict**

A conflict of interest arises when a person in a position of authority may benefit personally from a decision they could influence. This includes financial interest, family relationships, or roles in other organizations that intersect with Foundation decisions.

### **3. Duty to Disclose**

Directors, officers, and key volunteers must disclose any actual or potential conflicts of interest to the Board. Full transparency is expected before deliberation or decision-making on related matters.

### **4. Determining Conflict**

After disclosure, the disinterested members of the Board will determine whether a conflict exists. If it does, the interested individual must recuse themselves from discussions and voting on the matter.

### **5. Violations**

If the Board has reasonable cause to believe a person has failed to disclose an actual or potential conflict, appropriate corrective action may be taken, including removal from the Board or position.

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**6. Record-Keeping**

The minutes of Board meetings shall document disclosures, determinations, and abstentions regarding conflicts of interest.

**7. Annual Acknowledgment**

All Board members, officers, and key volunteers shall sign this policy annually to affirm their understanding and compliance.

**8. Governing Law**

This policy is governed by the laws of the State of California.

**ACKNOWLEDGMENT AND SIGNATURE**

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

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

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