



Policy Owner: GTF	Number: GTFPP – 03 - 12	Revised:
Responsible Party: Coordinator of Foundation Finances & Scholarships	Effective Date: 5/14/2009	

CONFLICT OF INTEREST POLICY

Where a member may be associated in any way to any individual firm or organization with which the Foundation may do or may consider doing business, that relationship shall be disclosed by the member to the Board or to the Executive Committee, as appropriate. Where his/her business or other relationship may be involved in a financial transaction, the transaction shall be made as a result of competitive bidding or other objective measure in the best interest of the Foundation. The member concerned may properly participate in such discussions, may be counted in the quorum, but shall not vote in the final decision.

CODE OF ETHICS

The Gwinnett Tech Foundation Board endorses the following standards of conduct as volunteers whose responsibility is to lead and govern the foundation through the formulation of Foundation policy and delegation of authority to the appropriate college staff members.

- a. To model and encourage professional and ethical behavior at all times when conducting the business of the Foundation.
- b. To abide by the provisions set forth in the corporation’s articles of incorporation, by-laws and operating agreement between the Foundation and Gwinnett Technical College.
- c. To refrain from engaging in any behavior that might be construed as self-dealing or in conflict with the mission, goals and fundamental purpose of the Foundation, including:
 - i. Serving on boards of other technical colleges.
 - ii. Using the equipment or other resources of the Foundation to secure outside personal gain;
 - iii. Taking advantage of participation in the Foundation to advance personal, political, or profit-motivated activities;
 - iv. Marketing services or products to the Foundation on a non-competitive basis;
 - v. Disclosing to outside parties any Foundation information when such information is not readily available to the general public (such as confidential donor giving information).

- d. To devote time, thought and study to the duties and responsibilities of a foundation board member and/or officer in order to render effective and creditable service. This includes making business decisions for the Foundation based on good faith and with due diligence as any prudent person would attend to their own personal and business affairs.
- e. To base decisions upon all available facts in each situation; to vote with honest conviction in every case, unswayed by partisan or personal bias of any kind and to abide by, respect and uphold the final majority decision for the Board.
- f. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the Foundation is to be administered, but that the administration of Foundation and the conduct of its business shall be left to the appropriate staff.
- g. To carefully avoid the assertion of Board authority or preferences as an individual Foundation member or in concert with other members, other than at official Board meetings or as a result of official Board actions.
- h. To refrain from any attempt to influence college business, individual admissions, employment, or purchasing decisions, except when the decision is an agenda topic at an official Board meeting.

As a duly elected or ex-officio member of the Gwinnett Tech Foundation, I hereby certify that I understand and agree to the guidelines outlined above and

___that, to the best of my knowledge, no circumstances exists with me or my immediate family that might be construed as a conflict of interest with my membership on the Gwinnett Tech Foundation Board of Trustees.

or

___ that personal or immediate family circumstances currently exist that possibly might be construed as a conflict of interest with my Foundation board membership. The circumstances are described below and are submitted to the Foundation's leadership for review and recommendation.

Signed: _____ Date: _____