MANNA FOOD BANK, INC.
CONFLICT OF INTEREST POLICY
Effective date 8/16/17

MANNA staff and Board members are obligated to always act in the best interest of the organization. This obligation requires that any employee or Board member, in the performance of MANNA duties, seek only the furtherance of the MANNA mission. At all times, they are prohibited from using their job title, the organization's name, or property for private profit or benefit.

A. The officers, employees, or agents of MANNA should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide MANNA fundraising activities.

B. No officer, employee, or agent of MANNA shall participate in the selection, award, or administration of a purchase, contract, or relationship with a vendor or donor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer, employee, or agent;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director, or employee;
5. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.

C. Disclosure - Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. Board Action - When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors, and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

E. Record of Conflict - The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final discussion or vote, and did not vote on the matter.

MANNA FOOD BANK

_____
(Employee, Board member, Volunteer)

_____
(Signature)[1]

_____
(Date)

Approved by MANNA FoodBank's Board of Directors on August 16, 2017

[1] This statement is to be signed by all Board members and staff annually.