



Policy on Conflicts of Interest

Members of the Board of Directors of Rebuilding Together Fairfield County are expected to avoid conflicts between their personal interests and the interests of Rebuilding Together, to disclose any personal interest that may conflict with the interests of Rebuilding Together, and to refrain from voting or otherwise influencing a decision of Rebuilding Together on any matter in which such a conflict exists.

A conflict of interest shall exist when (A) any member of the Rebuilding Together Board of Directors is (I) an officer, director, trustee, employee, stockholder or partner in a closely-held, non-publicly traded corporation or other entity, or (II) an officer, director, trustee, partner, employee or holder of more than five percent of the issued and outstanding stock of a publicly traded corporation or other entity, and (B) such entity does, or proposes to do, business with Rebuilding Together.

Any conflict of interest on the part of any member of the Board of Directors, or any member of the immediate family of a Board member occupying the same household, shall be disclosed by the Board member to the Board of Directors at least annually and made a matter of record. When any such interest becomes relevant to any subject requiring action of the Board of Directors, the director having a conflict shall call it to the attention of the President and the Executive Director and, if the matter is being considered by a committee of the Board, to the attention also of the chair of such committee.

The director having such conflict shall not participate or use any personal influence in the discussion of the subject or make any recommendations regarding the subject. However, the director will briefly state the nature of the conflict and will be expected to answer pertinent questions from the other directors when the director's knowledge of the subject will assist the Board. The minutes of any meeting attended by the director at which the subject involving the conflict is discussed shall reflect that a disclosure was made and that the director refrained from discussion, except to the extent provided above, and did not vote on the subject.

The Executive Director annually, and at other times on request from any member of the Board, shall make available to the members of the Board copies of the Policy and forms for disclosing conflicts.

Any Board member may request a determination from the board as to the existence of a conflict of interest. The Board's decision, by majority vote, shall bind the Board member and the Board.

All proposed nominees for Board membership shall be advised of this policy and must state their willingness to abide by it as a condition of being nominated.

Statement of Board Member Rebuilding Together Fairfield County

Please list conflicts: _____

I hereby certify that I have read and understand the organization's Conflict of Interest Policy for Members of the Board of Directors. To the best of my knowledge and belief, I do not have any interest which would constitute a conflict of interest thereunder nor will I knowingly take any action which would constitute or appear to constitute a conflict of interest except upon matter which I have disclosed and for which I have received clearance from the Board to proceed.

Date: _____ Signature: _____



Conflict of Interest Policy

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Rebuilding Together Fairfield County wishes its business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of Rebuilding Together Fairfield County's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has a significant ownership in a firm with which Rebuilding Together Fairfield County does business, but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving Rebuilding Together Fairfield County.

The materials, products, designs, plans, ideas, and data of Rebuilding Together Fairfield County are the property of Rebuilding Together Fairfield County, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge.

REASON FOR STATEMENT: Rebuilding Together Fairfield County as a nonprofit, tax-exempt organization depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS as well as state corporate and tax officials, view the operations of Rebuilding Together Fairfield County as a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public. Consequently, there exists between Rebuilding Together Fairfield County and its board, officers, and management employees a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of Rebuilding Together Fairfield County honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Rebuilding Together Fairfield County. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Rebuilding Together Fairfield County or knowledge gained therefrom for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.



PERSONS CONCERNED: This statement is directed not only to directors and officers, but to all employees who can influence the actions of Rebuilding Together Fairfield County. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning Rebuilding Together Fairfield County.

AREAS IN WHICH CONFLICT MAY ARISE: conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Rebuilding Together Fairfield County.
2. Persons and firms from whom Rebuilding Together Fairfield County leases property and equipment.
3. Persons and firms with whom Rebuilding Together Fairfield County is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting Rebuilding Together Fairfield County.
6. Agencies, organizations, and associations which affect the operations of Rebuilding Together Fairfield County.
7. Family members, friends, and other employees.

NATURE OF CONFLICTING INTEREST: A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Rebuilding Together Fairfield County.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with Rebuilding Together Fairfield County.
3. Receiving remuneration for services with respect to individual transactions involving Rebuilding Together Fairfield County.
4. Using Rebuilding Together Fairfield County's time, personnel, equipment, supplies, or good will for other than Rebuilding Together Fairfield County approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing with Rebuilding Together Fairfield County. Receipt of any gift is disapproved except gifts of nominal value which could not be refused without discourtesy. No personal gift of money should ever be accepted.

INTERPRETATION OF THIS STATEMENT OF POLICY: The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the trustees, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described in Section 4 exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of Rebuilding Together Fairfield County. However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.



DISCLOSURE POLICY AND PROCEDURE: Disclosure should be made according to the Rebuilding Together Fairfield County standards. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The related party is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive (or if she or he is the one with the conflict, then to the board chair), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the board chair.

Disclosure involving directors should be made to the board chair, who shall bring these matters, if material to the board.

The board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Rebuilding Together Fairfield County. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of Rebuilding Together Fairfield County and the advancement of its purpose.



Conflict of Interest Disclosure Statement

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the board chair.

A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and Rebuilding Together Fairfield County on the other.

Initials _____

B. The following are relationships, interests or situations involving me or a member of my family which I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and Rebuilding Together Fairfield County on the other;

Initials _____

For-profit corporate directorships, positions and employment with:

Nonprofit trusteeships of positions:

Memberships in the following organizations:

Contracts, business activities and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time is:

I have read and understand Rebuilding Together Fairfield County's conflict of interest policy and agree to be bound by it. I will promptly inform the board chair of Rebuilding Together Fairfield County of any material change that develops in the information contained in the foregoing statement.

Name (Print) _____ Signature _____ Date _____



Conflict of Interest Disclosure Statement

Preliminary note: In order to be more comprehensive this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. For purposes herein, these persons are termed "affiliated persons" and include the following:

- a. any immediate family member,
- b. any corporation or organization of which you are an officer or a partner or are, directly or indirectly, the beneficial owner of 10 percent of more of any class or equity securities, or
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME (please print) _____

2. CAPACITY: _____ national board of directors
 _____ executive committee
 _____ officer
 _____ committee member
 _____ national staff
 _____ other, specify: _____

3. Have you or any of your affiliated persons provided services or property to Rebuilding Together Fairfield County in the past year?

_____ YES _____ NO

If yes, please describe the nature of the services or property:

4. Have you or any of your affiliated persons purchased services or property from Rebuilding Together Fairfield County in the past year?

_____ YES _____ NO

If yes, please describe the purchased services or property:

5. Please indicate whether you or any of your affiliated persons had, have, or will have any direct or indirect interest in any business transaction(s) in the past year to which Rebuilding Together Fairfield County was or is a party?

_____ YES _____ NO

If yes, describe the transaction(s):



6. Were you or any of your affiliated persons indebted to pay money to Rebuilding Together Fairfield County at any time in the past year (other than travel advances or the like)?

____ YES ____ NO

If yes, please describe the indebtedness:

7. In the past year, did you or any of your affiliated persons receive, or are entitled to receive, directly or indirectly, any personal benefits from, or as a result of your relationship with, Rebuilding Together Fairfield County, that in the aggregate could be valued in excess of \$1,000 that were not or will not be compensation directly related to your duties to Rebuilding Together Fairfield County?

____ YES ____ NO

If yes, please describe the benefit:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Rebuilding Together Fairfield County?

____ YES ____ NO

If yes, please describe the proceeding(s):

9. Are you aware of any other events, transactions, arrangements or other situations that you believe should be examined by Rebuilding Together Fairfield County 's board or the executive committee in accordance with the terms and intent of REBUILDING TOGETHER FAIRFIELD COUNTY's conflict of interest policy?

____ YES ____ NO

If yes, please describe the situation(s):

I HEREBY CONFIRM that I have read and understand Rebuilding Together Fairfield County 's conflict of interest policy and that my responses to the above questions are complete and correct.

Signature _____ Date _____