

A conflict of interest is defined as an actual or perceived interest by a Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Directors are obligated to always act in the best interest of the organization. This obligation requires that any Director, in the performance of organization duties, seek only the furtherance of the organization's mission. At all times, Directors are prohibited from using their job title or the organization's name or property, for private profit or benefit or to exercise a personal bias that would compromise a decision taken in the best interests of the organization.

- A. The Directors of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
 - B. No Director of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The Director;
 - 2. Their spouses, partners and children;
 - 3. An organization in which any of the above is an officer, Director or employee;
 - 4. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
 - C. **Employees and Contractors of Labdara Nursing Home** -- Current employees (management and non-management) or contractors of Labdara Nursing Home, their spouses, partners and children shall not be eligible for Labdara Foundation membership as well as Board of Directors' positions.
 - D. **Disclosure**--Any possible conflict of interest shall be disclosed by the person or persons concerned.
 - E. **Board Action**--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person (s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen.
 - F. **Record of Conflict**--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.
 - G. This policy is in effect as of March 31, 2018 per vote taken by the Labdara Foundation Board of Directors on March 5, 2018. Labdara Foundation members on the foundation's membership lists prior to this date, will be grand-fathered.
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