



Pan American Health and Education Foundation

Conflict of Interest Policy

The Board of Trustees,

Recognizing their stewardship role for the well being of the Foundation; and

Wishing to assure that Board members and volunteers who serve the Foundation are devoted to its interests,

Resolves

To adopt the following Conflict of Interest Policy and to assure its implementation

CONFLICT of INTEREST POLICY

Applicability

This policy applies to Board members and volunteers of the Pan American Health and Education Foundation serving on the Board of Trustees, committees, or in other advisory capacities. The term volunteers as used in this document will also apply to paid Foundation staff.

Purpose

In view of the non-profit mission of the Foundation, its broad network of collaborating institutions and vendors, its grant making role, and the nature of the information it gains about the Pan American Health Organization, other grantees, and donors, the Board wishes to assure that the affairs of the Foundation are managed in an ethical manner and to avoid a conflict of interest or the appearance of such conflict.

A conflict of interest occurs whenever a Board member or volunteer is involved in an activity that conflicts or appears to conflict with their fiduciary or other responsibilities to the Foundation or an organization it serves. To avoid even theoretical conflicts of interest, the Foundation adopts the following guidelines with respect to participation in the conduct of affairs coming before them.

Policy

- Board members and volunteers shall treat information gained through review of non-public documents, drafts, or financial statements as confidential information.

- Board members and volunteers shall neither solicit nor accept for themselves or their family anything of more than nominal value or entertainment that goes beyond the common courtesies usually associated with accepted business practices from any enterprise that is a competitor or has current or known prospective dealings with the Foundation.
- Board members and volunteers shall not deprive the Foundation of any opportunity for benefit related to any existing or reasonably anticipated future activity of the Foundation.
- Board members and volunteers shall not have a direct or indirect financial interest in, or receive compensation or other benefits from, transaction between individuals or organizations that render or receive service from the Foundation.

Procedures

- All Board members and volunteers shall submit to the Executive Director a conflict of interest statement that will be reviewed by the Executive Committee of the Foundation, which will attempt to resolve any conflict or will refer it to the Board of Trustees.
- If a conflict arises between the filing of the original conflict of interest statement, the Board member or volunteer will disclose the potential conflict of interest as soon as he or she becomes aware of it and before any relevant Board or committee action. The disclosure shall be recorded in the minutes of the meeting.

Conflict of Interest Statement

I have read the statement of policy regarding conflicts of interest.

To the best of my knowledge, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest with the Pan American Health and Education Foundation. Nor, except as disclosed, do I or any such person intend to engage in any transaction, to accept any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by this policy.

A. Without exception ()

B. Except as described in the attached statement ()

Name (printed) _____

Date: _____

Signature: _____

Adopted by the Board on November 2, 2000