

# Energy Capital Cooperative Child Care

## Conflict of Interest Policy

Adopted Sept. 14, 2017

This Conflict of Interest Policy for the Board of Directors and Officers of Energy Capital Cooperative Child Care (ECCCC) is intended to promote conduct on their part that is consistent with and in support of ECCCC's mission as a non-profit child care organization.

In addition to promoting compliance with legal standards, this Policy recognizes and serves as a reminder that ECCCC's reputation for integrity is among its most valuable assets. ECCCC's reputation is well served when the conduct of its Board members and officers upholds the highest standards of integrity, honesty, transparency and fair dealing, while promoting compliance with the letter and spirit of applicable laws. Central to this effort is the avoidance of any appearance of any form of unethical conduct.

In general terms, Board members and officers must not utilize their positions improperly for their own private benefit or in a manner that has an adverse effect upon the ECCCC's interests or engage in any activity that may reasonably appear to be improper relative to the charitable purposes and mission of ECCCC.

### Disclosure

Members of the Board, officers, prospective members of the Board, and prospective officers must disclose, in writing or memorialized in meeting minutes, any circumstances that may present a conflict of interest promptly upon that individual learning of those circumstances. The material facts about the ECCCC's proposed business relationship with the other party and the nature of the Director or officer's interest that presents a conflict must be fully disclosed to the Board of Directors or to any such committee involved in the consideration, recommendation or authorization of that matter.

### Procedure

A Director presenting a conflict or potential conflict of interest must abstain from voting on the matter involved and that Director's presence will not be counted in determining the presence of a quorum.

In addition, if requested by the Chair of the Board, or by the Chair of the committee involved in the matter, the Director or officer involved will refrain from participating in the discussion of that matter and, if requested, will be excused from the meeting while that matter is being discussed and voted upon.

**CERTIFICATION**

Each Director and officer must annually acknowledge, in the form approved by the Board of Directors, that he or she has received and understands the ECCCC Conflict of Interest Policy and will comply with it.

**ENERGY CAPITAL COOPERATIVE CHILD CARE  
CONFLICT OF INTEREST STATEMENT**

This statement is made pursuant to the policy of Energy Capital Cooperative Child Care (ECCCC) that all Directors and officers of the organization must disclose, in writing, in accordance with the ECCCC Conflict of Interest Policy, any potential conflict of interest that may exist in connection with any transaction, or proposed transaction, of ECCCC.

The following is a list of all organizations and my affiliation to those organizations that will or may be expected to engage in transactions with ECCCC and in which I have, or may have, a conflict or potential conflict of interest.

ORGANIZATION	RELATIONSHIP
_____	
_____	
_____	
_____	

In the event that any decision that involves any matter in which I have, or may have, a conflict or potential conflict of interest as described in the policy, I will notify the Chair of the Board of Directors of the organization of the existence and extent of that interest. I will refrain from voting or otherwise using my personal influence during any meeting at which the interest is contemplated. I will make available to the Chair of the Board of Directors any and all pertinent information in my possession with respect to such matters that should be properly disclosed.

I have received a copy of the Energy Capital Cooperative Child Care Conflict of Interest Policy, have read it and understand it. I agree to comply with the policy.

\_\_\_\_\_  
Signature & Position Date