

**UNITED STATES ENDOWMENT FOR FORESTRY AND COMMUNITIES, INC.
CONFLICT OF INTEREST POLICY**

**Article I
Purpose**

The purpose of this Conflict of Interest policy is to protect the interests of the United States Endowment for Forestry and Communities, Inc. (the "Endowment") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, Director, or employee of the Endowment. This policy is intended to supplement but not replace applicable state and federal laws governing conflicts of interest applicable to nonprofit organizations.

**Article II
Definitions**

1. Interested Person

Any officer, employee, Director, or member of a committee with Board-delegated powers who has a direct or indirect Financial Interest, as defined below, is an Interested Person.

2. Financial Interest

A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or family:

- a. an ownership or investment in any entity with which the Endowment has a transaction or arrangement;
- b. a compensation arrangement with the Endowment or with any entity or individual with which the Endowment has a transaction or arrangement; or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Endowment is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the appropriate Board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of his or her Financial Interest and all material facts to the directors and members of committees with Board-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the Interested Person shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An Interested Person may make a presentation at the Board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.
- b. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board or committee shall determine whether the Endowment can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Endowment's best interest and for its own benefit and whether the transaction is fair and reasonable to the Endowment and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflict of Interest Policy

- a. If the Board or committee has reasonable cause to believe that an officer, Director, or employee has failed to disclose an actual or possible conflict of interest, it shall inform the officer, Director, or employee of the basis for such belief and afford the

officer, Director, or employee an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the response of the officer, Director, or employee and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the officer, Director, or employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

1. the names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed; and
2. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V Compensation Committees

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Endowment for services is precluded from voting on matters pertaining to that individual's compensation.

Article VI Annual Statements

Each Director, principal officer, employee, and member of a committee with Board-delegated powers shall annually sign a statement which affirms that such person:

- a. has received a copy of the Conflict of Interest Policy,
- b. has read and understands the Conflict of Interest Policy,
- c. has agreed to comply with the Conflict of Interest Policy, and
- d. understands and acknowledges that the Endowment is a tax-exempt organization, and that in order to maintain its tax exemption, it must engage in certain activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure that the Endowment operates in a manner consistent with its purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
2. Whether partnership and joint venture arrangements of the Endowment conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Endowment's charitable purposes, and do not result in inurement or impermissible private benefit.
3. Whether agreements with vendors, service providers, and other third parties further the Endowment's charitable purposes and do not result in inurement or impermissible private benefit.