

Policies of the Lymphoma Foundation of America

Conflict of Interest Policy

The purpose of the following policy and procedures is to complement Lymphoma Foundation of America's bylaws. It is our desire to prevent any personal interest of staff members, board members, or volunteers from interfering with the performance of their duties to LFA, or result in personal financial, professional, or political gain on the part of any person at the expense of LFA or its constituents and supporters.

Definitions: Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of LFA. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to LFA and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives income from the payroll of LFA. *Supporter* means corporations, foundations, individuals, 501(c)(3) nonprofits, and other organizations who contribute to LFA.

POLICY AND PRACTICES:

1. Full disclosure in writing shall be made by interested parties to the full Board of Directors if there is a conflict of interest, including but not limited to the following:
 - a. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - b. A board member or their organization stands to benefit from a transaction or staff member if such organization receives payment from LFA for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - c. A board member's organization receives grant funding from LFA.
 - d. A board member or staff member is a member of the governing body of a contributor to LFA.
 - e. A volunteer working on behalf of LFA who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists. If so, the Board shall authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect LFA's best interests. Votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
3. A Board member or committee member who is considering employment with LFA may take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or

committee member who is taking a temporary leave of absence must submit a written request for a leave of absence to the Secretary of the Board, c/o the office, indicating the time period of the leave. The Secretary of LFA will inform the Chair of the Board of such a request. The Chair will bring the request to the Board. The request and any action taken shall be reflected in the official minutes of the Board meeting.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending LFA's resources (i.e., purchase contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any decisions.
6. A copy of this policy is given to all Board members, staff members, volunteers or other key people when that person's relationship with LFA begins. Each board member, officer, staff member, or volunteer shall sign and date the policy at the beginning of her/his term of service or employment, and each year thereafter if new policies are added. Failure to sign does not nullify the policy.

My signature below indicates my receipt and understanding of this policy. I also have been provided with an opportunity to ask questions about the policy.

signature

date