

## **Conflict of Interest Policy, AIDS Service Foundation of Greater Kansas City**

### **Purpose**

The purpose of this Conflict-of-Interest Policy is to ensure that the board members and employees of the AIDS Service Foundation of Greater Kansas City act in the best interests of the organization and do not use their position for personal or financial gain. This policy is designed to protect the integrity and credibility of our mission to raise money to support the Kansas City metropolitan HIV/AIDS community while raising awareness about HIV and related health disparities.

### **Definition of a Conflict of Interest**

A conflict of interest arises when an individual's personal, business, or financial interests could interfere with their ability to make impartial decisions in the best interests of the foundation. This includes, but is not limited to:

- Financial relationships with vendors or contractors, where engaging in business transactions with the AIDS Service Foundation of Greater Kansas City could result in personal financial gain,
- Employment or consulting agreements with competing or related organizations,
- Family member (spouse, domestic partner, or children) seeking financial or other benefits from the foundation,
- Any situation where an individual might benefit personally from a decision made on behalf of the organization.

### **Disclosure and Management of Conflicts**

1. **Annual Disclosure** – All board members and employees must complete an annual Conflict of Interest Disclosure Form.
2. **Ongoing Disclosure** – Any change in actual or potential conflicts must be disclosed by board members or employees immediately and the submission of an updated form.
3. **Recusal from Decision-Making** – If a conflict exists, the individual must recuse themselves from voting, discussions, and decision-making related to the matter.
4. **Board Review** – The Board of Directors will review disclosed conflicts and determine the appropriate course of action, which may include refraining from participation, restructuring of agreements, or other mitigation strategies. It is at the sole discretion of the AIDS Service Foundation of Greater Kansas City whether potential conflicts of interest disqualify a member from serving on the Council.

### **Consequences of Non-Compliance**

Failure to disclose a conflict or to comply with this policy may result in disciplinary action, up to and including removal from the board, termination of employment, or other appropriate measures.

### **Commitment to Transparency**

AIDS Service Foundation of Greater Kansas City is committed to operating with the highest standards of ethics and accountability. A summary of this policy is made available on our website to ensure transparency in our operations.

**Adopted on:** February 17, 2025

**Reviewed by:** Board of Directors, AIDS Service Foundation of Greater Kansas City