

***Ethics Policy  
Statement of Conduct, Commitment, and Conflict of Interest***

*General guidelines for members of the El Camino College Foundation Board of Directors (board members) to follow in carrying out their roles. Not all ethical issues that Board members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Board members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Board members are expected to strictly adhere to the provisions of this ethics policy.*

**AGREE:**

1. To represent the Foundation and perform such duties in good faith and in a manner believed to be in the best interest of the Foundation with such care as would be exercised by ordinary prudent persons in a like position.
2. Carefully prepare for, attend and actively participate in board and committee meetings, using reasonable effort to ascertain all relevant facts and to develop a rational basis for believing every decision made by the board was done so in the best interest of the Foundation.
3. Vote according to my conviction, avoiding a rubber-stamp syndrome. I will challenge the judgment of others when necessary yet be willing to support the majority decision.
4. To not accept gifts, gratuities, favors or services of any kind from any person, firm or corporation doing business or seeking to do business with the college or the Foundation when it might be inferred that the purpose was to compromise my objectivity.
5. Conflict of Interest. A Board member shall not make or influence a Foundation decision related to: (1) any project that will benefit the board member's outside employment, business, or personal finances or benefit immediate family members, such as a spouse, child or parent. An exception to this statement will pertain to scholarships awarded by the El Camino College Foundation. In the event a family member of a board member was to apply for an El Camino College Foundation scholarship, said board member would refrain from participation in the selection process for that particular scholarship.
  - To avoid the appearance of or actual taking of the opportunity for self-dealing, I will recuse myself from participating in any and all decision making processes in which I have a conflict of interest.
  - To disclose in full to the Board of Directors any personal situation or position which would conflict, or might reasonably be supposed to conflict with my performance of corporate duties and responsibilities. Disclosure of a private or proprietary nature should be made to the board president who may report only to the Executive Committee of the Board.
6. To maintain the confidential nature of all matters relating to the Foundation including financial and investment information, donor and donor prospect relationship and not divulge to others such confidential information or use such for personal or business gain or profit or to divulge such information to other non-profit organizations with which I may be involved.

7. Abide by and uphold the bylaws, articles of incorporation, policies and procedures of the Foundation.
8. To be reasonable, honest, involved, and informed.

**I have read this ethics policy for the El Camino College Foundation and set forth my signature below to declare that I agree to abide by and uphold these statements to the best of my ability. I wish to disclose to the Board of Directors the following personal, professional, and business relationships which might cause me to not perform my duties as required, and in which case I shall excuse myself from participating in any deliberation or decision process:**

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**Print Name**

**Signature**

**Date**

Wednesday, December 09, 2009