

Conflict Of Interest Policy

This Conflict of Interest Policy is designed to protect the integrity and mission of the Emerging Philanthropists of New Orleans (EPNO). The spirit of this Policy requires full disclosure of any and all conflicts, potential or actual.

This Policy was developed to balance two distinct interests: (1) refraining from any actual or perceived impropriety; and (2) maintaining a breadth of inclusiveness.

This Policy is effective as of the date on which EPNO releases its Request for Proposals each year until grants are disseminated.

Policies

1. Class Members, Board of Directors Members, Advisors & their Immediate Family:

- A Class Member, Board of Directors Member, Advisor, or Immediate Family Member in **their individual capacity is ineligible** for an EPNO grant in the active program class.
- An organization in which a Group Member, Board of Directors Member, Advisor, or Immediate Family Member is an **employee is ineligible** for an EPNO grant in the active program class.
- If an organization in which a Class Member who is not a Group Member, Board of Directors Member, Advisor, or Immediate Family Member serves as a **trustee, director, officer,** or in any other similar capacity, applies for an EPNO grant, the Class Member, Board of Directors Member, or Advisor is required to **recuse themselves** as it pertains to that organization's application for an EPNO grant.

2. **Alumni:** Organizations in which Alumni are employed or serve on a board in any capacity are eligible to apply for and receive an EPNO grant; however, such organizations will not receive preferential treatment of any kind.
3. **Organizations that provide meeting space, supplies, or other services** to EPNO, whether paid or gratuitously, are eligible to apply for and receive an EPNO grant; however, such organizations will not receive preferential treatment of any kind.
4. **EPNO Grantees:** Any organization that has previously received an EPNO grant is eligible to apply for and receive an EPNO grant; however, such individual or organization will not receive preferential treatment of any kind.

5. **Past Grant Applicants:** Any organization that previously applied to receive a grant is eligible to apply for and receive an EPNO grant; however, such individual or organization will not receive preferential treatment of any kind.
6. A Class Member shall not use any relationships or contacts with EPNO applicants or grantees that are formed through participating in EPNO for personal or professional gain of any kind, including but not limited to, soliciting clients for other organizations. A Class Member that violates this policy shall be immediately removed from the class and prohibited from further involvement with EPNO at the sole discretion of EPNO's Advisory Board.
7. Any organization whose representative speaks, presents, and/or is a panelist at an EPNO event is ineligible to apply for an EPNO grant during the grant cycle wherein that representative spoke, presented, and/or was a panelist at said event(s). The organization is, however, eligible to apply for a grant during the EPNO grant cycle immediately following that cycle in which the representative of the organization spoke, presented, and/or was a panelist at an EPNO Event.
8. **EPNO 2.0 Class Members:** This Policy applies equally to any official Alumni Cohort as it pertains to **only** the grants provided by that official Alumni Cohort. Alumni Cohort members are not Class Members.

Definitions

- “Alumni” refers collectively to all individuals who were members of a prior EPNO class but who do not serve on the Board of Directors.
- “Board of Directors Member” refers to an individual currently serving a term on the EPNO Board of Directors.
- “Class Members” are individuals serving as members of EPNO in the current class year.
- “Group Member” is an individual serving as a member of a class section in the current class year.
- “Immediate Family Member” is a spouse, domestic partner, parent, step-parent, child, step child, or sibling, including step siblings, of a Class Member or Board of Directors Member.
- “Advisors” are Alumni who participate in an active program class by advising and working with a group of Class Members.
- “Conflict of Interest” is a circumstance, actual or perceived, where a benefit has or could accrue to a Class Member, Board of Directors Member, Advisor, or their Immediate Family Member, due to that individual's position, responsibility, or influence in EPNO, or could create an actual or perceived situation detrimental to the reputation and integrity of EPNO. A Conflict of Interest is considered potential when any Class Member, Board Member, or Advisor with decision-making authority or influence over the allocation of EPNO grants or their Immediate Family Member is associated, affiliated, or involved with any organization, as a trustee,

director, officer, employee, or in any other similar capacity, that has decision-making authority over transactions involving grants.

- “Policy” shall refer to the EPNO Conflict of Interest Policy.
- “Recuse” shall mean that a Class Member, Board of Directors Member, or Advisor will not participate or otherwise be involved with any aspect of a grant application involving an individual or organization for which a Class Member, Board of Directors Member, or Advisor has a Conflict of Interest, including but not limited to the evaluation, discussion, and allocation of grants.

Conflict Disclosure

To ensure that no conflicts of interest arise inadvertently, Class Members are required to disclose, after acceptance into an EPNO class, any organization in which a Class Member or their Immediate Family Members serves as a trustee, director, officer, employee, or in any other similar capacity that has decision-making authority over transactions involving grants. Further, Board of Directors Members and Advisors are required to disclose, after accepting a position on the EPNO Board of Directors or agreeing to serve as a Advisor, any organization in which a Board of Directors Member, Advisor or their Immediate Family Members serves as a trustee, director, officer, employee, or in any other similar capacity that has decision-making authority over transactions involving grants. A list of all identified organizations will be compiled and circulated to all Class Members, Board of Directors Members, and Advisors in an effort to maintain a conflicts database.

If a Class Member, Board of Directors Member, or Advisor becomes aware of a Conflict of Interest, actual or potential, the conflict must be disclosed immediately to the Ad Hoc Committee, which will in turn address the Conflict of Interest.

Ad Hoc Committee

An Ad Hoc Committee consisting of three (3) Board of Directors Members shall be organized for the purpose of handling any Conflicts of Interest. The committee members will be selected by the Chair. The committee may in its discretion consult with third parties and/or implement, on a case-by-case basis, such policies as necessary to address a Conflict of Interest and establish requisite safeguards.