

Dutchess County Economic Development Corporation

Conflict of Interest Policy

Members of the Dutchess County Economic Development Corporation (DCEDC) Board of Directors and members of any committee formed under the DCEDC By-Laws (all such individuals shall be collectively referred to as "volunteers") are prohibited from engaging in any act which is, could be, or could appear to be in conflict with their DCEDC positions. This includes the use of one's position for personal profit or advantage.

While it is not possible to define all situations which may involve a conflict of interest, the following provisions illustrate some examples of this standard:

1. General Conflict Situations

When a volunteer engages in any action which might result in or create the appearance of:

- a. Using his or her position for private gain;
- b. Giving preferential treatment to anyone;
- c. Compromised independence or impartiality;
- d. Adversely affecting the public's confidence in DCEDC's integrity.

2. Financial Interest

No volunteer shall:

- a. Be present during any discussion or take part in any vote regarding any matter in which such volunteer has a direct or indirect financial interest, through business, family or investment, in any entity with which DCEDC has or is considering having a transaction or agreement, or;
- b. Engage in, directly or indirectly, a financial transaction influenced by information obtained through his or her position with DCEDC.

Every February, or at any time thereafter in which a volunteer first becomes affiliated with DCEDC, each volunteer shall be provided with a Conflict of Interest Questionnaire which shall be promptly completed and returned to the President and CEO of DCEDC. The President and CEO shall review such responses which shall also be available for review by the Chairman of the DCEDC Board of Directors and/or the Chairman's designee. Whether a volunteer does in fact have a conflict of interest shall be determined by the President and CEO in consultation with the Chairman of the DCEDC Board of Directors or the Chairman's designee. In the event of a conflict of interest, the conflicted volunteer shall be so notified by the President and CEO of DCEDC and shall be excused from any discussion and/or vote which involved or concerns the conflicted matter.

Each volunteer must promptly disclose to the President and CEO of DCEDC, in writing, all actual and potential conflicts of interest with any business, transaction, service, or confidential information of DCEDC which may arise after submission of the Conflict of Interest Questionnaire.

A signed Conflict of Interest Questionnaire must be returned even in the event a volunteer has no conflicts or potential conflicts to disclose.

**Dutchess County Economic Development Corporation
Conflict of Interest Questionnaire**

Pursuant to the DCEDC's Conflict of Interest Policy, which requires disclosure of certain interest by DCEDC Board members and members of committees existing pursuant to DCEDC By-Laws, a copy of such Policy having been furnished to me, and consistent with the purpose and intentions of the Policy, I hereby state that I or members of my immediate family (defined as spouse, parents, children, siblings, step-parents, step-children, step-siblings, father or mother-in-law, sons or daughters-in-law, brothers or sisters-in-law, grandparents, grandchildren or spouses of grandchildren) have the following affiliations or interest or are now taking part in the following transactions that, considered in conjunction with my position with DCEDC, might make me an interested party which could result in a conflict of interest with some of my duties or responsibilities with and for the DCEDC (I have noted "none" where applicable):

1. **Business Affiliations**

Please list any affiliations which you or any member of your immediate family has as a director, officer, partner, member, employee, consultant, agent or advisor of any entity or organization which transacts business with or has an agreement with DCEDC. A list of such entities and organizations is attached.

2. **Outside Interests**

Please identify any material financial interest or investment which you or any member of your immediate family has in any entity or organization set forth in the attached list.

3. **Outside or Community Activities**

Please list any affiliations you or any member of your immediate family has as a volunteer in any capacity with any entity or organization set forth in the attached list.

4. **Other**

Please list any other activities in which you or any member of your immediate family are engaged that might be regarded as constituting a potential conflict of interest.

I agree to promptly report to the President and CEO of DCEDC any material situation or transaction that may arise during the forthcoming calendar year that to my belief or knowledge constitutes a potential conflict of interest consistent with the above questions.

Signature

Date

Print Name

Affiliation with DCEDC

Dutchess County Economic Development Corporation

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REFERENCE LIST/EXAMPLES

BUSINESS AFFILIATIONS
OUTSIDE INTERESTS
OUTSIDE OR COMMUNITY ACTIVITIES

DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD (DCWIB)

DUTCHESS COUNTY INDUSTRIAL DEVELOPMENT AGENCY (DCIDA)

DUTCHESS COUNTY GOVERNMENT

NEW YORK STATE ASSOCIATION OF COUNTIES (NYSAC)

ARLINGTON BUSINESS IMPROVEMENT DISTRICT (ARLINGTON BID)

GELLERT & KLEIN, PC

HERB REDL PROPERTIES (DCEDC LANDLORD)