

Conflicts of Interest Policy

Hope's Journey Int'l

Article I: Purpose

As a ministry initiated and sustained by God, the organization has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with a high level of integrity and to avoid conflicts of interest.

As a nonprofit, tax-exempt entity, the organization depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS and state corporate and tax officials view the operations of the organization as a public trust, accountable to both governmental authorities and members of the public.

Among the Hope's Journey Int'l Board, its officers, and management employees, there exists a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The Board, officers, and management employees are responsible for administering the affairs of the organization honestly and prudently, and for exercising a high level of care, skill, and judgment for the sole benefit of the organization. Those persons shall exercise good faith in all transactions involved in their duties, and they shall not use their positions with the organization or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority, and all purchases of goods and services must be affected on a basis that secures for the organization full competitive advantages as to product, service, and price.

Article II - Persons Concerned

This statement is directed to Hope's Journey Int'l Board, its officers, and management employees, as well as those employees annually designated by the Board who influence the actions of the organization or its Board, or makes commitments on their behalf. This would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning the organization.

Article III - Areas in Which Conflicts May Arise

Conflicts of interest may arise in the relations of Hope's Journey Int'l Board, its officers, and management employees, with any of the following third parties:

1. Persons or entities supplying goods and services to the organization..
2. Persons or entities from which the organization leases property and equipment.

3. Persons or entities with whom the organization is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property.
4. Persons or entities paying honoraria or royalties for products or for services delivered by the organization for its agents or employees.
5. Other ministries or nonprofit organizations.
6. Donors and others supporting the organization.
7. Stations or programmers that carry the organization's programming.
8. Agencies, organizations, and associations that affect the operations of the organization.

Article IV - Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, between any person or entity mentioned in Article III, and a Hope's Journey Int'l Board member, its officers, and management employees, which might affect, *or might reasonably be thought by others to affect*, the judgment or conduct of a Hope's Journey Int'l Board, its officers, and management employees, of the organization. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the organization.
2. Holding office, serving on the Board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the organization.
3. Receiving remuneration for services with respect to individual transactions involving the organization.
4. Using the organization's personnel, equipment, supplies, or goodwill for other than organization-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing with the organizations. (Receipt of any gift is disapproved except gifts of nominal value, which could not be refused without discourtesy.)
6. Obtaining an interest in real estate, securities, or other property that the organization might consider buying or leasing.
7. Expending staff time during the organization's normal business hours for personal affairs or for other organizations, civic or otherwise, to the detriment of work performance for the organization.

Article V - Indirect Interests

As noted above, conflicting interests may be indirect. A Hope's Journey Int'l Board member, its officers, and management employees, will be considered to have an indirect interest in another entity or transaction if any of the following also have an interest:

1. A family member of a Hope's Journey Int'l Board member, its officers, and management employees. (Family member is defined for these purposes as all persons related by blood or marriage.)
2. An estate or trust of which the Hope's Journey Int'l Board member, its officers, and management employees or member of his family is a beneficiary, personal representative, or trustee.

3. A company of which a member of the family of the Hope's Journey Int'l Board member, its officers, and management employees is an officer, director, or employee, or in which he has ownership or other proprietary interests.

Article VI – Procedures

Section 1: Freedom to Disclose

Hope's Journey Int'l Board, its officers, and management employees, any employee or volunteer who wish to disclose the existence of a potential conflict of interest will be given the opportunity to disclose all material facts to their manager, the executive director, or any Board member. This statement is written to protect all interested parties from reprisal.

Section 2: Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to their manager, directors and/or members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Section 3: Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation or delegate their manager or director to make the presentation at the governing board or committee meeting. After the presentation, the interested party shall leave the meeting and will not be present during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable effort a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Section 4 - Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article VI - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a conflict of interest in connection with an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article VII – Statements

Each director, principal officer and member of a committee with governing board delegated powers shall sign a statement upon election or employment which affirms such person:

1. Has received a copy of the conflicts of interest policy.
2. Has read and understands the policy.
3. Has agreed to comply with the policy.
4. Understands the organization is charitable and that in order for the organization to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VIII – Periodic Reviews

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article IX - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VIII, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Certification

I have carefully read the foregoing Statement of Policy concerning Conflicts of Interest and the accompanying Resolution of the Board of Directors. In signing this certificate, I have considered not only the literal expression of the policy, but also its intent. I hereby certify that, *except as hereinafter stated*, I do not, to the best of my knowledge: (1) have any of the relations described in Article IV with any person or firm of the classes listed in Article III; and (2) I have no interests conflicting with the interests of this organization, nor do I have any relationship that may appear conflicting.

THE EXCEPTIONS ARE: (must be noted prior to signature)

If any situation should arise in the future which I believe may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Board of Directors, directly or through my immediate superior.

(Signature)

(Date)

Resolution of the Board of Directors

This statement resolves that hereby on _____ date of _____ year the board of directors of HJI has approved this Conflicts of Interest policy. It was adopted on _____ date by a unanimous vote.

Any future amendments will be voted on and signed by the Board Of Directors and documented as such.

Signed:

Charity Freeland, President

David Tabor, Director

Richard Weaver, Director

Kathleen Weaver, Director