

## GIFT POLICY AND DISCLOSURE FORM

March 30, 2011

As part of CAEDC's Conflict of Interest policy, CAEDC requires that Responsible Persons decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with CAEDC or are a competitor of it. This policy disclosure form is intended to implement that prohibition on gifts, entertainment or other favors.

### Definitions

- **"Responsible Person"** is any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest.
- **"Family Member"** is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.
- **"Transaction"** is any contract, agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by CAEDC. The making of a **GIFT** to CAEDC is not a Transaction.

### Prohibited gifts, gratuities and entertainment

- Except as approved by the Board of Directors or for items of nominal or insignificant value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, gratuities, entertainment or other favors from any person or entity which:
  - does or seeks to do business with CAEDC or,
  - does or seeks to compete with CAEDC or,
  - has received, is receiving, or is seeking a Transaction with CAEDC.

## Annual Review of Policy

- Each Responsible Person and new Responsible Person shall annually review the policy and sign this statement which affirms such person:
  - has received a copy of the Gift policy;
  - has read and understands the policy;
  - has agreed to comply with the policy;
  - understands CAEDC is nonprofit (501, C, 3) and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

***I HEREBY CERTIFY** that I have read, understood, received a copy of and shall comply with the CAEDC's Gift Policy. I agree that I shall not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by this policy. I also certify that I have not received any such gifts, entertainment or other favors during the past 12 months.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Date of Review by Board of Directors: \_\_\_\_\_ (Annually or as needed)*