

DONATE LIFE CONNECTICUT

P.O. Box 4000
Woodbridge, CT 06525
www.donatelifect.org

STANDARDS OF CONDUCT

Donate Life Connecticut (DLC) is proud of the commitment and integrity of its staff, whose loyalty and professionalism constitute the fundamentals of our success.

DLC is constantly observed by the general public, donors, supporters, watchdog agencies, and governmental authorities, and must adhere to the highest legal and ethical standards at all times. *Even the appearance of improper conduct can result in great harm to the Foundation's reputation and to the cause and the people we serve.*

To assist in monitoring and assuring compliance with legal and ethical standards, we have prepared guidelines and procedures relating to:

- (I) Conflicts of Interest Policy [pgs. 2, 3]
- (II) Confidential and Proprietary Information Policy [p 4]

The standards incorporated here reflect legal and ethical requirements common to all organizations that serve a public purpose. To insure the effectiveness and reputation of DLC, all staff must understand and follow these guidelines and procedures. *Failure to observe these essential standards and practices may result in disciplinary measures, up to and including termination and legal action.*

I. Conflicts of Interest Policy

What is a conflict of interest?

A potential **conflict of interest** exists when an volunteer's loyalties are divided between the Coalition's interests and their own, i.e., when a volunteer is subject, directly or indirectly, to influences or relationships that might conflict with the Coalition's best interests or interfere with the proper and efficient discharge of the volunteer's duties. Conflicts of interest or the appearance of a conflict should both be avoided.

What are typical conflicts of interest?

Some possible conflicts may include:

- A. Accepting personal gifts (including money or entertainment) from any individual or entity associated with the Coalition, unless the gifts are (i) consistent with accepted business practice, (ii) limited in value and cannot be construed as bribes or payoffs, (iii) do not violate any applicable law or generally accepted ethical standards, and (iv) do not confer any special benefit upon volunteers, Coalition members, transplant recipients, donor family members or associates of the Coalition.
- B. Rendering services of any kind that could be construed as being competitive with the Coalition.
- C. Using proprietary or confidential information belonging to the Coalition for the volunteer's personal or professional gain or to the Coalition's detriment.
- D. Having a direct or indirect financial interest in, or a professional or family relationship with, a person or entity with whom the Coalition does business (such as consultants, suppliers, and vendors), *provided* that the ownership of less than 1% of the stock of a publicly traded company will not be considered a conflict.
- E. Using Coalition assets or labor, to the Coalition's detriment, for the volunteer's personal or professional use.
- F. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing the property or assets to the Coalition.
- G. Committing the Coalition, without proper authorization, to give its financial or other support to any outside person, activity or organization.

When can a volunteer's personal activities conflict with the interests of the Coalition?

Conflicts of interest also may arise when a volunteer's own activities (a) detract from his obligations or job performance as a Coalition volunteer, (b) involve or may be reasonably perceived to involve the Coalition, or (c) may cause his/her loyalties to be divided or appear to be divided. A volunteer's personal opinions and actions should never be identified with those of the Coalition, nor should they earn profit from outside activities directly resulting from an affiliation with the Foundation.

Certain personal activities inherently involve a risk of affecting the Coalition's interest, including, but not restricted to:

- (i) acting as an officer, director or spokesperson of another organization or cause
- (ii) accepting royalties or honoraria
- (iii) publishing on scientific or professional topics

Volunteers must promptly inform the Chairperson/Program Director of any activities that might involve elements of the Coalition's mission or of the individual's function within it. Depending on the circumstances, the volunteer may be required to refrain from, or to limit, such activities or to repay to the Coalition any compensation or other remuneration received in return for the volunteer's work or services.

What must a volunteer do when a potential conflict of interest arises?

Volunteers must promptly disclose, in writing, any potential conflict of interest to the Chairperson/ Program Director. If it is determined that a real conflict exists, volunteers may be required to cease or abstain from participating in a transaction or to relinquish to the Coalition benefits improperly received.

II. Confidential and Proprietary Information Policy

All volunteers must respect the Coalition's ownership of **confidential and proprietary information**. Volunteers may not disclose, use, publish, distribute, or in any other manner reveal, directly or indirectly, any confidential and/or proprietary information during or after their service with the Coalition except when necessary for Coalition business.

What kind of information is confidential or proprietary?

- A. **Confidential information** includes information not generally known or available outside the Coalition, including, *without limitation*:

Coalition finances
 member information
 scientific data
 information on Board members and activities
 contractual relationships
 sponsor, donor, volunteer and client information
 fundraising plans.

- B. **Proprietary information** includes information developed and owned exclusively by the Coalition including, *without limitation*:

mailing lists (printed, database and secondary merge files)
 spreadsheets and reports
 any documents or files stored on Coalition computers
 research information on donors and prospects
 fundraising materials
 computer programs and databases
 copyrighted and trademarked materials.

What should a volunteer do if uncertain whether specific information is confidential or proprietary?

Information obtained while volunteering for the Coalition is confidential or proprietary unless it is already made public. Those unsure if information is confidential or proprietary should discuss the information and its disclosure with the appropriate authority in charge of said subject, who may request a written statement of the situation or consult with the Chairperson/ Program Director.

DONATE LIFE CONNECTICUT
P.O. Box 4000
Woodbridge, CT 06525
www.donatelifect.org

Standards of Conduct Certification

I have read the Conflict of Interest Policy and the Confidential and Proprietary Information Policy

_____ I am not aware of any potential conflicts of interest.

_____ The following areas represent potential conflicts of interest:

Name: _____

Signature: _____

Date: _____