

IOWA AEYC CONFIDENTIALITY STATEMENT

Iowa Association for the Education of Young Children (Iowa AEYC) is very grateful to you for your services to the Association as a member of our Governing Board, a volunteer member serving in Iowa AEYC governance, an advisory team or committee member, or a staff member of Iowa AEYC.

In connection with your employment or volunteer service with Iowa AEYC, you may be exposed to or have access to certain confidential and proprietary information related to or arising out of this work (collectively "confidential information"). This confidential information may include, but is not limited to, information on the finances, investments and reserve funds, fund development initiatives and activities, real estate holdings, and other fiscal and capital resources, mergers, and/or acquisitions, and the policies of and managerial and administrative operations of Iowa AEYC. It may also include private and personal information about our members, clients, or customers such as identification numbers, wages, and personal data. As a matter of policy, we ask that all volunteers, members, employees, and consultants working with such confidential information explicitly agree to respect and maintain the confidentiality and integrity of this information, and to not disclose it in any manner to any other person or entity, under any circumstances, without the express and authorized permission of the Executive Director or Governing Board President.

Accordingly, you agree to the following:

- You will not disclose or cause to be disclosed to anyone other than specifically authorized and designated Iowa AEYC persons any confidential information (as defined above); this restriction shall apply at any time and under any circumstance, unless otherwise specifically directed or authorized by the Iowa AEYC Governing Board President or Executive Director.
- You will keep all such confidential information in a secure place and will take all reasonable steps to protect against inadvertent disclosure, loss, or theft of the confidential information.
- Upon completion or termination of your term of employment or volunteer commitment, you will promptly return any and all confidential information in your possession or under your control, or stipulate in writing that such information has been properly destroyed and discarded.

As a condition of your appointment as a Governing Board member, advisory team or committee member, or employee, please sign this Confidentiality Agreement to confirm that you have carefully read and understood it, and that you accept of its terms and conditions in connection with your work for Iowa AEYC.

By signing below, I understand and agree to abide by this Confidentiality Agreement:

Printed Name _____

Signature _____ Date _____

CONFLICT OF INTEREST STATEMENT

All Iowa Association for the Education of Young Children (Iowa AEYC) Governing Board members, advisory team and committee members, staff, and consultants have a primary responsibility for the organization during your tenure. Any outside interest that prevents one from putting the organization's considerations first in a business transaction is a conflict of interest. Board and committee members and employees are required to disclose any potential conflicts of interest. Whenever possible, Board members and employees will try to avoid activities that could be perceived as or develop into a conflict of interest.

A conflict of interest exists in any situation where a person having official responsibilities to Iowa AEYC has been empowered to make decisions that can potentially benefit them personally, directly or indirectly, form an entity or person conducting business with Iowa AEYC.

Examples include, but are not limited to:

- Your personal business provides goods or services to Iowa AEYC
- One of your friends or relatives provides goods or services to Iowa AEYC
- You, a relative, friend or colleague receive grants or services from Iowa AEYC
- You were to receive a referral fee or preferential discount or gift from one of our vendors or members for referring Iowa AEYC business to such party
- You are an employee, board member or volunteer for a business that could be considered a “competitor” for Iowa AEYC and you use information gained at Iowa AEYC to the advantage of the other entity.

All potential conflicts of interest, no matter how small or insignificant, are to be disclosed to the Governing Board chair and the Executive Director via the annual disclosure form. A decision will be made as to any parameters or boundaries to protect the interests of Iowa AEYC. The involved person will be asked to remove him/herself from any decision-making processes represent a potential conflict of interest. The recommendations of the full Governing Board can be solicited at any time, if needed.

A Board member with a conflict of interest on a given matter should abstain from voting on any matter involving the conflict of interest. They will remove themselves, or can be asked to exclude themselves, from any portion of the meeting discussing issues of conflict. This exclusion should be noted in the minutes.

All Governing and advisory board members and employees will be asked to sign the policy annually.

I _____ (*print name*) understand the concept of a “conflict of interest” and agree that I will not knowingly be party to a conflict of interest action that has not been previously disclosed to the Governing Board or Executive Director. I agree to report any future potential conflicts of interest prior to engaging in such activities and will physically remove myself from meetings and decision making when such item is being discussed.

Signature _____ Date _____

DISCLOSURE FORM

1. Please list businesses/companies owned by you or a close relative which may cause a potential conflict of interest. (Possible Iowa AEYC vendors, clients or customers, competitors, funders, or governmental entities.)

<i>NAME</i>	<i>RELATIONSHIP</i>	<i>BUSINESS/COMPANY</i>
-------------	---------------------	-------------------------

2. Please list outside employment that you currently hold, including consulting or training services.

3. List any agencies you currently volunteer for or serve on a board or committee.

4. List any potential conflicts of interest you can identify at this time that have not been listed above. (Please include any funding, grants, or services you or your employer receives from Iowa AEYC.)

Signature _____ Date _____