

Make-A-Wish Foundation®
Conflict of Interest and Ethics Statement

As an employee/volunteer of the Make-A-Wish Foundation, I have an obligation to the organization I serve, to the general public, and to myself to maintain the highest standards of ethical conduct. I will not commit acts contrary to these standards nor will I condone the commission of such acts by others within the Foundation. I have a responsibility to:

Confidentiality

- Keep confidential information confidential unless legally obligated to do otherwise.
- Refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage either personally or through third parties.

Conflict Of Interest

- Avoid direct or indirect, actual or apparent, conflicts of interest and advise all appropriate parties of any potential conflict, e.g.:
 - a. A Make-A-Wish representative's personal business provides goods or services to the Make-A-Wish Foundation for consideration.
 - b. A friend or relative of Make-A-Wish representative provides goods or services to the Make-A-Wish Foundation for consideration.
 - c. A vendor or business acquaintance with whom a Make-A-Wish representative has an outside business relationship provides goods or services to the Make-A-Wish Foundation for consideration.
- Refrain from engaging in any activity that would prejudice my ability or the ability of others to carry out duties ethically.
- Refuse any gift, favor, or hospitality that would influence or would appear to influence my actions or the actions of others, e.g. a Make-A-Wish representative receives a referral fee or preferential discount, gift, or other valuable consideration from a vendor, paid promoter, fund-raising event sponsor, or any other outside party, for referring Make-A-Wish business to such party.

Legal Assurance

- Submit to a criminal background check every three years.
- Report any present, past, or future allegations of criminal activities, criminal investigations, arrests, and/or convictions involving myself.

Integrity

- Refrain from violating any criminal or civil law or regulation.
- Refrain from either actively or passively subverting the attainment of the Foundation's legitimate and ethical objectives.
- Refrain from engaging in or supporting any activity that would discredit the Foundation.
- Perform my duties in accordance with relevant laws, regulations, Foundation policies and standards.
- Represent the interests of all people served by this organization and not favor special interests inside or outside the organization.

I _____, attest and agree to be bound by the foregoing standards. I have not been party to an unethical or conflicting action that has not been previously disclosed. I also agree to report any potential future conflicts of interest or observed unethical activity of which I have become aware to the appropriate parties. I do not currently have pending against me any criminal proceedings, nor have I been placed under arrest for or been convicted of a criminal offense within the past year.

Signature

Rev. 12/99

Date