# COUNTY FARM BUREAU

# ("County Farm Bureau")

## **Conflict of Interest Policy**

The purpose of this conflict of interest policy is to protect County Farm Bureau's interests and the integrity of County Farm Bureau's decision-making processes. In order to avoid a conflict of interest or the appearance of a conflict of interest between the interests of County Farm Bureau and the interests of certain individuals associated with County Farm Bureau, the board of directors has adopted the following policy:

- 1. Covered Persons. This policy is applicable to the following persons:
  - directors and officers of County Farm Bureau.
  - County Farm Bureau's County Administrative Manager ("CAM") and any additional County Farm Bureau employees designated by the board of directors.
- 2. <u>Disclosure of Personal Financial Interest</u>. A Covered Person shall disclose any financial interest that he or she (or a member of that person's immediate family) has in any transaction or business arrangement existing with County Farm Bureau or that is being negotiated with County Farm Bureau.
  - The term "financial interest" includes any financial interest a person has either as an individual or as an owner, investor, employee, director, officer, or partner in an entity other than County Farm Bureau. A financial interest includes direct or indirect remuneration as well as gifts that are not insubstantial. Ownership of an insubstantial interest in an entity or an investment that is not a material portion of a person's net worth shall not be considered a financial interest for purposes of this policy.
  - The term "immediate family" shall include a person's spouse, parent, sibling and child and shall include in-law and step relationships.
  - A Covered Person's status as a director or employee of County Farm Bureau shall not be considered to be a transaction or business arrangement with County Farm Bureau for purposes of this policy.

**A financial interest is not necessarily a conflict of interest.** A Covered Person who has a financial interest shall be deemed to have conflict of interest only if the board of directors determines that a conflict of interest exists.

- 3. <u>Determining Whether a Conflict of Interest Exists</u>. After disclosure of the financial interest and all material facts, and after discussion with the Covered Person, a determination shall be made whether a conflict of interest is deemed to exist by the remaining members of the County Farm Bureau board of directors after the Covered Person has left the meeting.
- 4. Addressing a Conflict of Interest. In general, a Covered Person shall refrain from voting on or making any decisions involving the issue or matter in which the Covered Person is deemed to have a conflict of interest. If requested by the chairperson, a Covered Person may make a presentation at a meeting of the board of directors or committee thereof regarding an issue or matter in whose outcome he or she is deemed to have a conflict of interest; but after such presentation, the Covered Person shall refrain from participating in any discussion except as requested by the chairperson.

In situations in which a Covered Person is deemed to have a conflict of interest, the proposed transaction or business arrangement shall be implemented only if it is fair and reasonable to County Farm Bureau and is approved by a vote or decision sufficient for the purpose without counting the vote of the Covered Person who is deemed to have a Conflict of Interest.

- 5. <u>Exclusions</u>. This policy shall not prevent a Covered Person from participating in decisions mandated by the bylaws, required by board resolutions or required by policies adopted by the board of directors.
- 6. Annual Disclosure. In order to administer this policy, each Covered Person shall annually complete a disclosure form identifying any financial interest in connection with any current or proposed transaction, and any transaction during the preceding 12 months. Each Covered Person shall also report any family relationship or business relationship that the Covered Person has with any other Covered Person or other person identified on the annual disclosure form. As part of the disclosure form, each person making disclosure shall affirm that he or she has read and understands this policy, and intends to comply with it. The information disclosed on the disclosure forms shall be summarized and such summary shall be provided to the board of directors.

Adopted:	

## **COUNTY FARM BUREAU**

## **Annual Conflict of Interest Disclosure**

NAME (printed):	
POSITION WITH CO	OUNTY FARM BUREAU:
	sure is to be completed after a careful review of Farm Bureau Conflict of Interest Policy (the
I affirm that to my k	have read and understand the Policy and I will comply with the Policy. nowledge, except as set forth below, neither I nor any member of my as any financial interest that I am required to disclose pursuant to y.
	No exceptions
	Exceptions:
Signed:	Date:
NOTE E	

NOTE: For purpose of this disclosure, an ownership interest in an entity that does business with or is negotiating a business relationship with County Farm Bureau is deemed material if the Covered Person (or a member of the Covered Person's immediate family) owns more than 1% of the entity or if the investment in the entity represents more than 3% of the person's net worth.

A list of Covered Persons is set forth on the reverse side of this disclosure form. Please describe (in the space for exceptions above) any family relationship or business relationship that you have with any other Covered Person or other person listed on the reverse side of this disclosure form.