West Hills Community College Foundation
9900 Cody Street
Coalinga, CA 93210

Conflict of Interest Compliance
WHCCF 2710

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.
(i) A Contract or Transaction between the West Hills Community College Foundation, hereinafter Foundation, and/or the West Hills Community College District, hereinafter District, and a Responsible Person or Family Member.

(ii) A Contract or Transaction between the Foundation and/or the District and an entity in which a Responsible Person or Family Member has a material financial interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

B. Outside Activities.
(i) A Responsible Person competing with the Foundation and/or the District in the rendering of services or in any other contract or transaction with a third party.

(ii) A Responsible Person's having a material financial interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with the Foundation and/or the District in the provision of services or in any other contract or transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

(i) does or is seeking to do business with, or is a competitor of the Foundation and/or the District; or

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Foundation and/or the District; or

(iii) is a charitable organization operating in the United States of America;

under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Foundation or the District.

2. Definitions.

A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

B. A "Responsible Person" is any person serving as an officer, staff member or member of the Board of Directors of the Foundation.

C. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.

E. A "Contract or Transaction" is any 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 the Foundation and/or the District. The making of a gift to the Foundation or the District is not a Contract or Transaction within the terms of this policy.

4. Procedures

A. All Responsible Persons shall not be have a material financial interest in any contract or transaction made by the Foundation and/or the District or in any contract or transaction they make or participate in making in their capacity as an officer, staff member and/or member of the Board.

B. A Responsible Person shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer, staff member and/or member of the Board.

C. Board members and the Executive Director of the Foundation shall file statements of economic interest with the filing officer identified by the District's Administrative procedures.

D. Compliance with conflict of interest rules requires forethought and careful attention. Responsible Persons are encouraged to seek counsel from an independent legal advisor and/or the District's legal counsel in every case where any question arises.

Approved by the WHCC Foundation Board of Directors
March 17, 2010

Reviewed: January 22, 2014 with no changes
Reviewed: February 18, 2015 with no changes
Reviewed: May 11, 2016 with no changes
Reviewed: May 10, 2017 with no changes