

CONFLICT OF INTEREST POLICY CAMPHILL VILLAGE KIMBERTON HILLS

The following policy applies to each member of the Board and to all officers of Camphill Village Kimberton Hills. It is intended to serve as guidance for all persons employed or involved by the institution in position of significant responsibility and authority, including (but not limited to) the following: Development, Administration, and Maintenance.

Fiduciary responsibilities: Board members, officers, resident board members, and employees of Camphill Village Kimberton Hills serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the board and officers of the administration are to be made solely on the basis of a desire to advance the best interests of the institution and the public good. The integrity of Camphill Village Kimberton Hills must be protected at all times.

Men and women such as the ones on our Board or with significant responsibilities inevitably may have involvement in the affairs of other institutions and organizations. Effective boards and administrations will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many potential conflicts are and will be deemed inconsequential, every individual trustee and senior administrator has the responsibility to ensure the entire board is made aware of situations that involve personal, familial, or business relationships that could be troublesome. Thus, the board requires each member and institutional officer annually (a) to be familiar with the terms of this policy; (b) to disclose to the board chair any possible personal, familial or business relationships that reasonably might give rise to a conflict involving the organization; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

Disclosure: All trustees and officers are requested to list on this form only those substantive relationships (a) they or members of their family maintain with organizations that do business with Camphill Village Kimberton Hills or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility. If a trustee or officer is uncertain whether to list a particular relationship, the board president/chair and institutional legal counsel should be consulted. They may elect to seek judgment of the executive committee before informing and consulting with the entire board within an executive session. Information shared or gathered as a result of such consultations (including information provided on this form) shall be confidential except when the institutions' best interests would be served by disclosure. Such disclosures may be made by the individual when matters arise or will be made after informing those concerned, either by the Chair/President or the Executive Director or a member of the Executive committee.

The following definitions are provided to help trustees and officers decide whether a relationship should be disclosed:

1. Business Relationship: Relationship in which a trustee, officer, or a member of his or her family as defined below serves as an officer, director, partner, employee, trustee or controlling stockholder of an organization that does substantial business with Camphill Village Kimberton Hills.
2. Family member: Spouse, parent, sibling, child or another relative if the latter resides in the same household as the trustee or officer. For family members at a distance, it would be left up to the trustee to decide on a case by case basis if a conflict is present.
3. Substantial benefit: When a trustee or member of the trustee's family (a) is the actual or beneficial owner of more than 5 % of the voting stock or controlling interest of an organization that does substantial business with Camphill Village Kimberton Hills, or (b) has other direct or indirect dealings with such an organization that does substantial business with Kimberton Hills from which the trustee or a member of the trustee's family benefits directly indirectly or potentially from cash or property receipts totaling \$10,000 or more annually.
4. In the case of resident board members, it is required that the member serve in his or her capacity for the benefit of the whole Camphill Movement's principles and Kimberton Hills in particular, putting personal gain aside and recusing him or herself from decisions that would directly affect individual or family gain in the absence of clear institutional gain.
5. In the case of other stakeholders: parents or other family members of people who reside in Kimberton Hills, it is expected that they, too, put aside individual personal or family gain in the best interests of the ongoing betterment of the Village, recusing him or herself if that putting aside does not seem possible in a specific instance.

Restraint on Participation: Trustees or officers who have declared a conflict of interest or who have been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions unless the board or administration requests information or interpretation for special reasons. Should a conflict of interest matter require an executive committee or board to vote to resolve, those concerned shall not be present at the time of vote and shall not vote on the item.

Disclosure form for CAMPHILL VILLAGE KIMBERTON HILLS

1. Are you aware of any relationship between CVKH and yourself or a member of your family as defined by the letter and spirit of this policy that may represent a conflict of interest?

No___ Yes___

If yes, please list such relationships and the details of annual or potential financial benefit as you can best estimate them.

2. During the past 12 months, did you or a member of your family receive any gifts or loans from any source from which CVKH buys goods or services or otherwise has significant business dealings?

No_____ Yes_____

If Yes, please list them and their source, and their approximate value:

Source	Item	Approximate Value
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exceptions: (If there are any, please indicate so.)

I certify that I have read and understood the board's policy of conflict of interest (10/2005) and that the foregoing information is true and complete to the best of my knowledge.

Name (please print)

Signature

Date

Please return the form in the pre-addressed envelope provided. Thank you!