



Lincoln Trail Dynamic Business Accelerator

Ethics Policy

ETHICS POLICY

And Disclosure Form

for the Advisory Board and Staff Members

It is essential that the **Lincoln Trail Dynamic Business Accelerator** maintain a reputation for ethical conduct in its business relationships. To maintain that reputation, it is the responsibility of Advisory Board members, staff members, and other volunteers to avoid any activity or interest that might tend to compromise or give the appearance of compromising their institution or themselves personally, **Lincoln Trail Dynamic Business Accelerator**. Business ethics require advisory board members, staff members, and other volunteers to carry out their duties within established legal standards, including this policy.

CONFLICT OF INTEREST

DEFINITION: When the personal or professional interests of the Lincoln Trail Dynamic Business Accelerator Advisory Board member, volunteer, or staff member affect his or her ability to put the welfare of the Lincoln Trail Dynamic Business Accelerator first, a conflict of interest exists. The welfare of the Lincoln Trail Dynamic Business Accelerator can be affected and a conflict of interest can exist when a Lincoln Trail Dynamic Business Accelerator Advisory Board member, volunteer, or staff member provides services or products to a tenant or potential tenant of the **Lincoln Trail Dynamic Business Accelerator** on other than a volunteer and uncompensated basis.

POLICY: Advisory Board members, staff, and other volunteers are required to submit a disclosure statement when a potential conflict of interest exists. Board disclosure statements will be given to the Director of Operations of the **Lincoln Trail Dynamic Business Accelerator**. The Director of Operations' and other staff members' disclosure statements will be given to the Executive Director and copies shall be given to the **Lincoln Trail Dynamic Business Accelerator's** legal representative.

When the Advisory Board acts on items that may create a conflict of interest or business ethics, the member involved will abstain from voting, and the staff member involved will abstain from any involvement in decision-making. Advisory Board members and staff who have a conflict of interest are required to disclose it, in accordance with this policy, as soon as it is known or reasonably should be known.

PROCEDURE: The Advisory Board has determined that the following activities are specific potential conflicts of interest and require full disclosure:

- Additional or secondary employment held by a staff member with an independent contractor doing work for the **Lincoln Trail Dynamic Business Accelerator**, and/or a tenant of the **Lincoln Trail Dynamic Business Accelerator** or any of its affiliates.
- Private consulting by a staff member either individually or for organizations delivering similar services as those offered by the Lincoln Trail Dynamic Business Accelerator awarding bids for products or services to be provided to the **Lincoln Trail Dynamic Business Accelerator** to Advisory Board members, their relatives, or staff members' relatives without undergoing a competitive bidding process.
- Staff Members approaching donors on behalf of competing organizations.
- Approaching and/or lobbying Advisory Board members or **Lincoln Trail Dynamic Business Accelerator** tenants for the personal benefit of individual staff members.
- Approaching and/or lobbying **Lincoln Trail Dynamic Business Accelerator** tenants for the personal benefit of individual Advisory Board members or other volunteers.
- Contracting or otherwise agreeing to sell products or services to **Lincoln Trail Dynamic Business Accelerator** tenants for the benefit of Advisory Board members or other volunteers or their respective institutions.
- If an Advisory Board member or other volunteer, or staff member, or an immediate relative of such, requests a **Lincoln Trail Dynamic Business Accelerator** or **Lincoln Trail Dynamic Business Accelerator** tenant's services or undertakes a related financial activity, these actions shall be reported to the Executive Director.

Further, if there is a proposed contract or action between the **Lincoln Trail Dynamic Business Accelerator** or a **Lincoln Trail Dynamic Business Accelerator** tenant and one or more of its Advisory Board members or other volunteers or staff members, or between the **Lincoln Trail Dynamic Business Accelerator** or **Lincoln Trail Dynamic Business Accelerator** tenants and any other organization or business with which an Advisory Board member, volunteer, or staff member is affiliated, then:

1. The details of the relationship or interest must be fully disclosed.
2. The contract or action will be reviewed for fairness by **Lincoln Trail Dynamic Business Accelerator**.

BUSINESS ETHICS

DEFINITION: When a **Lincoln Trail Dynamic Business Accelerator** Advisory Board member, other volunteer, or staff member fails to carry out his or her duties within established legal or regulatory standards, or otherwise compromises himself or herself or the organization(s), a breach of business ethics exists. It is essential that the **Lincoln Trail Dynamic Business Accelerator** maintain a reputation for ethical conduct in its business relationships.

POLICY: To maintain that reputation, it is the responsibility of each Advisory Board member, volunteer, and staff member to avoid any activity or interest that might tend to compromise or give the appearance of compromising himself/herself or **Lincoln Trail Dynamic Business Accelerator**. Business ethics require Advisory Board members, volunteers, and staff members to carry out their duties within established legal and regulatory standards.

The following activities are a breach of business ethics:

- Misappropriating funds, property, or services;
- Directly or indirectly receiving any payment of monies or favors from business-related
- associates that: is intended for personal gain; and
- Divulging proprietary or confidential information that could adversely affect **Lincoln Trail Dynamic Business Accelerator** or **Lincoln Trail Dynamic Business Accelerator** tenants' well being.

CONFIDENTIALITY

DEFINITION: Confidential information can include: certain business information such as financial and marketing data, budget information, bid proposals, contract negotiations, and research and development ideas; personnel actions, such as promotions, demotions, terminations, personnel controversies, payroll data, and performance appraisals; information about program recipients or clients of a personal nature; certain legal advice, opinions, and documents. Confidential information may be that of a tenant, prospect or of the **Lincoln Trail Dynamic Business Accelerator** itself. Staff should consult their supervisor and Advisory Board members should consult the Director or Executive Director if they are unclear about whether something is confidential.

POLICY: As a rule, what is discussed at Advisory Board meetings, Advisory Board subcommittee meetings, business reviews, or the Help Desk sessions is to be kept in confidence by all present. When leaving the service of the organization, employees will be asked to return any confidential and sensitive information directly to their supervisor. When discussing or sending confidential information, the following guidelines should be followed:

- Do not reveal any confidential information except under the direction and with the approval of the Director or Executive Director;
- When sending confidential information, make sure that it is properly marked and secured before sending;
- Ensure that the recipient of the information has a legitimate need to know the information;
- Avoid displaying confidential data where it can be easily observed; and
- Immediately inform the Director or Executive Director if any confidential information is lost.

Please consider all of the above definitions and policies. If you believe you have a potential conflict of interest or are currently being compensated in a business relationship with a **Lincoln Trail Dynamic Business Accelerator** tenant, please describe the potential conflict on the attached disclosure form. Turn the form into your supervisor if you are a staff member, or the Director or Executive Director of the **Lincoln Trail Dynamic Business Accelerator** if you are an Advisory Board member or volunteer. If potential conflicts arise in the future, consult your supervisor, the Director or Executive Director as soon as the potential conflict is identified.

As attested to by my signature below, I have received and read this policy.

Name (print)

Technology Center Position

Signature

Date

DISCLOSURE FORM

I have read the Ethics Policy of the **Lincoln Trail Dynamic Business Accelerator** and wish to disclose the following:

SIGNED _____ DATE: _____