

AEG FOUNDATION CONFLICT OF INTEREST POLICY

Introduction and Scope

Board members, contract executive staff, and other persons acting for the Foundation (such as those persons working on a Foundation project) are obligated to conduct the AEG Foundation's business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which the AEG Foundation wishes to operate. The purpose of these guidelines is to provide general direction so that persons subject to this policy can seek further clarification from the Board on acceptable standards of operation.

Conflict of Interest

An actual or potential conflict of interest occurs when any person is in a position to influence a decision that may result in a personal gain for them or for a relative as a result of the AEG Foundation's business operations. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. *A conflict of interest may also arise if a person working for the AEG Foundation also has duties or obligations to another organization and, in serving one organization a disservice to the other organization might or does happen.*

Disclosure

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. If any person (for example a Board member or contract executive employee, or volunteer or paid staff) has any influence on transactions involving purchases, investments, contracts, or leases, it is imperative that he or she discloses any actual or potential conflict of interest to an officer of the organization as soon as possible. After such disclosure, safeguards can be established to protect all parties for that situation. In addition, Board members and contract executive staff shall submit a disclosure statement, on a form prescribed by the Board, to the Foundation President annually in January and prior to the first Board meeting of the calendar year. These statements shall be reviewed by either the Executive Committee or the Board, and their conclusions noted in the minutes of the first Board meeting of a calendar year. The statements shall be kept in the principal office of the Foundation.

The Executive Committee, all board members and staff are charged with being aware of this policy conducting Foundation operations in accordance with it. Full disclosure to the AEG Foundation President of potential conflicts of interest is required to prevent unwarranted or inappropriate actions from occurring. If the AEG Foundation President is in or becomes aware of a potential conflict of interest involving the President, the President shall promptly report the conflict situation to the entire board of directors.

Resolution

A potential conflict of interest may be resolved by avoiding it or by implementing suitable controls and limits. An actual conflict of interest may be resolved by eliminating or mitigating it, or monitoring activities that might involve it.

Further Considerations

Personal gain may result not only in cases where an employee, Board member, or relative has a significant ownership in a firm with which the AEG Foundation does business, but also when an employee, Board member, or relative receives any substantial gift or special consideration as a result of any transaction of business involving the AEG Foundation.

The equipment and supplies, products, designs, plans, ideas, and data of the AEG Foundation are the property of the AEG Foundation, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization and restrictions. Any improper transfer of material or disclosure of information, even though it is not apparent that a Board member or contract executive staff has personally gained by such action, constitutes unacceptable conduct.

The AEG Foundation will not, unless approved by its Board of Directors, employ or retain business, management, or professional services from the same source as does the Association of Environmental and Engineering Geologists.

Approved by the AEG Foundation Board of Directors, October 14, 2019

By:

A handwritten signature in black ink, appearing to read "Jerry D. Higgins". The signature is written in a cursive style and is positioned above a horizontal pink line.

Jerry D. Higgins, Secretary