Conflict of Interest Statement and Disclosure Form

I have read Policy C5, Board Member's Code of Conduct. I attest that I am not engaged in any transaction or activity that may represent a competing or conflicting interest with that of the Moscow Food Co-op. I attest that I am not engaged in nor do I intend to be engaged in any activity that puts the Co-op in legal or financial jeopardy. I understand that if I am engaged in any transaction or activity that may represent a competing or conflicting interest or that puts the Co-op in legal or financial jeopardy, that I will not be eligible to run for the Board nor serve on the Board.

The Moscow Food Co-op Board has established these specific criteria for eligible board candidates. I certify that I fulfill all these requirements:

- I have paid all current Co-op membership dues,
- I have patronized the Co-op in the last year,
- I am not an employee of the Co-op, either part-time, full-time, or a substitute,
- I have no overriding conflicts of interest with the Co-op. An overriding conflict of interest includes but is not limited to the following:
    - I am not engaged in any activities that would put the Co-op in legal or financial jeopardy.
    - I am not engaged in an ongoing financial or legal dispute with the Co-op.
    - I do not have financial dependence on a Co-op competitor. (Competitors are defined as retail establishments with product lines similar to the Co-op's. Local collaborators who supply the Co-op with products or operate Growers' Market booths are eligible board candidates).
- I understand that any director who applies for employment at the Co-op must first resign from the Board.
- I understand and agree that any conflict of interest that arises after I sign this form will be immediately disclosed to the Elections and Nomination committee, and to the Board,
- I also understand and agree that I will not participate in final deliberation or vote on any matter before the Board in which I have, or may be perceived to have, a direct or indirect conflict of interest.

Alcohol-related & felony disclosures. Certain issues may be considered a conflict of interest because of how they may be viewed by the State of Idaho with respect to our beer and wine license:

- We can't appoint or elect anyone who has had a felony, or has a pending felony (of any kind) in the last <u>five</u> years OR certain alcohol-related misdemeanors, or has a pending misdemeanor in the last <u>three</u> years. These timelines include any efforts to complete requirements of such convictions, such as probation. A DUI misdemeanor is *not* a disqualifying crime, and we do *not* need to know about it; however, a felony DUI in the last five years <u>is</u> disqualifying.

- We need to know if a prospective Board member has had a business interest in or been on the Board of a business during a time in which its alcohol license was denied, suspended, or revoked. Whether it is a problem depends upon circumstances. If you have had a business interest in or served on the Board of a business during a time in which its alcohol license was denied, suspended, or revoked please indicate which business and date(s) below.

- Also, we need to inform the State if a Board member has an interest in another business, besides the Co-op, that has a license to sell alcohol. This information has no bearing on someone's ability to be a Board member; we just need to provide the information to the State.

I affirm that the following are all of my business, financial, and organizational interests that could be construed to be related to the mission, vision, values, or operations of Moscow Food Co-op. I understand that this information (but not the alcohol-related information) may be made available to owners:

Business Interests:

None

Financial Interests:

None

Organizational interests, affiliations, and/or positions held:

None

I understand that all membership information I have provided will be checked for accuracy.

I understand that upon handing in my application, a record search will be conducted to check for violations or pending cases that would jeopardize Co-op licenses/and or permits.

I understand that IF I am elected to the Board, I will be required to submit fingerprints as required by the State of Idaho for businesses licensed to sell beer and wine and specific fines, felonies, or misdemeanors may deny me the opportunity to be elected or hold position on the Board.

Applicant: Kelsey Manning

Signature: Kelsey Manning

Date: 1/24/2025