

RISING TREETOPS AT OAKHURST

Executive Conflict of Interest Policy

ARTICLE I

PURPOSE

The purpose of this executive conflict of interest policy (the “**Policy**”) is to protect the interests of Rising Treetops at Oakhurst (the “**Corporation**”) when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a Director, Officer, or Key Person of the Corporation or one of their relatives or a related party. The Corporation will not enter into any such transaction or arrangement unless it is determined by the Board of Directors in the manner described below to be fair, reasonable and in the best interests of the Corporation at the time of such determination.

This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to not-for-profit and charitable organizations.

Examples of activities which may create a conflict of interest or give the appearance of a conflict include, but are not limited to:

- Making a purchase or business decision for the Corporation that will boost a business that you or a Related Party have a financial interest in.
- Accepting loans, money or significant personal gifts (other than “swag”) of any kind for yourself or a Related Party from outside suppliers in exchange for a purchase or financial transaction by the Corporation.
- Hiring an unqualified relative or a Related Party to provide services for the Corporation.
- Having an ownership, compensation or investment interest in any entity with which the Corporation has a transaction or arrangement.

Capitalized terms used herein, and not otherwise defined, shall have the meanings set forth in Article VIII.

ARTICLE II

RELATED PARTY TRANSACTIONS AND DUTY TO DISCLOSE

Under this Policy, if the Corporation contemplates entering into a Related Party Transaction, the Executive Committee must determine if the transaction is fair, reasonable, and in the best interests of the Corporation. A Related Party Transaction is not necessarily a prohibited transaction.

If at any time during his or her term of service a matter for decision or approval comes before the Board of Directors in which a Related Party has a Financial Interest, that Financial Interest must be promptly disclosed in writing to the Board of Directors, together with all material facts. The Executive Committee will then follow the procedures in Article IV of this Policy. *Failure to disclose to the Board of Directors a known Financial Interest or a known potential Related Party Transaction may be grounds for removal from the Board of Directors or termination of employment by, or association with, the Corporation.*

ARTICLE III

DISCLOSURE AND VOTING

I. Disclosure

Any Related Party shall disclose in good faith all material facts of his or her Financial Interest in any proposed transaction to the Board of Directors.

II. Non-Participation and Review

All transactions, agreements or any other arrangements between the Corporation and a Related Party, and any other transactions which may involve a potential conflict of interest, shall be reviewed by the Executive Committee. No Related Party shall vote, act, or attempt to influence improperly the deliberations on any matter in which he or she has been determined by the Board of Directors to have a Financial Interest. Any attempt to vote, act, or improperly influence deliberations by a Related Party on any matter with which such person has a Financial Interest may be grounds for removal from the Board of Directors or termination of employment by, or association with, the Corporation. All Related Parties with a Financial Interest shall leave the room while such deliberations and voting are conducted, although at the request of the Executive Committee he or she may provide information regarding the transaction prior to the deliberations.

III. Consideration of Alternate Transactions and Comparability Data

If the contemplated Related Party Transaction pertains to compensation for services or the transfer of property or other economic benefit to a Related Party, prior to entering into the transaction the Executive Committee must determine that the value of the economic benefit provided by the Corporation to the Related Party does not exceed the value of the consideration received in exchange by obtaining and reviewing appropriate comparable data, including by considering alternative transactions to the extent possible.

IV. Voting

The Corporation will not enter into any Related Party Transaction unless it is determined to be fair, reasonable and in the best interest of the Corporation and is approved by not less than a majority vote of the Directors present at the meeting. The Executive Committee shall document the meeting contemporaneously as described in Article 6 of this Policy, including its consideration of any alternative transactions.

Only Independent Directors shall vote on Related Party Transactions.

V. Compensation

A voting member of the Board of Directors or an Officer who receives compensation directly or indirectly from the Corporation for services or a Director serving as a voting member of any committee of the Board of Directors whose jurisdiction includes compensation matters is precluded from voting or acting on matters pertaining to that Director's or Officer's compensation.

However, a voting member of the Board of Directors or any committee of the Board of Directors whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, may upon request of the Board or committee provide information regarding compensation.

ARTICLE IV
EXECUTIVE COMMITTEE REVIEW

The Board of Directors may delegate to the Executive Committee, which shall be composed solely of Independent Directors, the adoption, implementation of and compliance with this policy. The Board of Directors may delegate to the Executive Committee review and approval of any Related Party Transaction involving a Related Party and the Corporation, as contained in this Policy; provided that if the Related Party Transaction would otherwise require full Board of Directors approval, the committee shall submit the Related Party Transaction to the Board of Directors for consideration, providing its recommendation as to whether to approve it.

ARTICLE V
RECORDS OF PROCEEDINGS

The minutes of all meetings of the Board of Directors and all Executive Committee meetings at which a Related Party Transaction is considered shall contain:

- (a) The names of the persons who disclosed or otherwise were determined to have a potential or actual Financial Interest and/or conflict of interest, the nature of the potential or actual Financial Interest and/or conflict of interest, any action taken to determine whether a Financial Interest or conflict of interest exists, and the Executive Committee's determination as to whether a Financial Interest and/or conflict of interest exists;
- (b) The names of the persons who were present for deliberations and votes relating to any determinations under this Article, including whether the Related Party and any directors who are not Independent Directors left the room during any such deliberations, the content of such deliberations, including consideration of alternative transactions, and whether the transaction with the Related Party was approved by the Executive Committee; and
- (c) The minutes shall document contemporaneously the deliberations and determination regarding any Financial Interest or conflict of interest.

ARTICLE VI
INITIAL AND ANNUAL WRITTEN DISCLOSURES

Prior to a Director's initial election to the Board of Directors, or an Officer or Key Person's employment by the Corporation, and thereafter on an annual basis, all Directors, Officers, and Key Persons shall disclose in writing to the chair of the Executive Committee:

- (a) Any entity of which the Director, Officer or Key Person is an officer, director, trustee, voting member, owner (in whole or in part) or employee and with which the Corporation has a financial relationship; and
- (b) Any transaction in which the Corporation is a participant and in which the Director, Officer or Key Person, or one of his or her relatives might have a conflicting interest.

A copy of each disclosure statement shall be kept in Corporation's files and made available to any Director, Officer, or Key Person upon request.

ARTICLE VII
ANNUAL STATEMENTS

Each Director, Officer, and Key Person shall annually sign and submit to the chair of the Executive Committee a statement which affirms such person: (i) has received a copy of the Policy, (ii) has read and understands the Policy, and (ii) has agreed to comply with the Policy.

ARTICLE VIII
DEFINITIONS

I. **Affiliate**

An affiliate of the Corporation is a person or entity that is directly or indirectly through one or more intermediaries, controlled by, in control of, or under common control with the Corporation.

II. **Executive Committee**

The Executive Committee duly appointed by, and of, the Board of Directors.

III. **Board of Directors**

The body responsible for the management of the Corporation.

IV. **Director**

Any voting or non-voting member of the governing board of a corporation, whether designated as a director, trustee, manager, governor, or by any other title.

V. **Financial Interest**

A person has a Financial Interest if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving the Corporation.

VI. **Independent Director**

A member of the Board of Directors who:

- (a) has not been an employee or a Key Person of the Corporation or an Affiliate of the Corporation within the last three years;
- (b) does not have a Relative who has been a Key Person of the Corporation or an Affiliate of the Corporation within the last three years;
- (c) has not received and does not have a Relative who has received more than \$10,000 in compensation directly from the Corporation or an Affiliate of the Corporation in any of the last three years (not including reasonable compensation for services or reimbursement for expenses reasonably incurred as a Director of the Corporation, as set by the Corporation);
- (d) does not have a substantial Financial Interest in and is not an employee of, and does not have a Relative who has a substantial Financial Interest in or is an Officer of, any entity

that has provided payments, property or services to, or received payments, property or services from, the Corporation or an Affiliate of the Corporation in excess of the following, as applicable: (i) the lesser of \$10,000 or 2% of the entity's consolidated gross revenue in any of the last three fiscal years if such consolidated gross revenue was less than \$500,000; (ii) \$25,000 if the entity's consolidated gross revenue in any of the last three fiscal years was \$500,000 or more but less than \$10,000,000; or (iii) \$100,000 if the entity's consolidated gross revenue in any of the last three fiscal years was \$10,000,000 or more;

- (e) is not and does not have a relative who is a current owner, whether wholly or partially, director, officer or employee of the Corporation's outside auditor or who has worked on the Corporation's audit at any time during the past three years;
- (f) is not in an employment relationship under control or direction of any Related Party and does not receive payments subject to approval of a Related Party; and
- (g) does not approve a transaction providing economic benefits to any Related Party who in turn has approved or will approve a transaction providing economic benefits to the Director.

VII. Key Person

A key person is a person who:

- (a) has responsibilities, or exercises powers or influence over the Corporation as a whole similar to the responsibilities, powers, or influence of directors and officers;
- (b) manages the Corporation, or a segment of the Corporation that represents a substantial portion of the activities, assets, income or expenses of the Corporation; or
- (c) alone or with others controls or determines a substantial portion of the Corporation's capital expenditures or operating budget.

VIII. Officer

A person who has the authority to bind the Corporation as designated in the bylaws of the Corporation.

IX. Related Party

Persons who may be considered a related party of the Corporation or an Affiliate of the Corporation under this Policy include:

- (a) Directors, Officers, or Key Persons of the Corporation or an Affiliate of the Corporation;
- (b) Relatives of Directors, Officers, or Key Persons;
- (c) any entity in which a person in (a) or (b) above has a 35% or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of 5%;
- (d) substantial contributors to the Corporation (within the current fiscal year or the past five fiscal years);

- (e) any non-stock entity controlled by one or more Key Persons;
- (f) any other person who is, or has within the last five years, been in a position to exercise substantial influence over the affairs of the Corporation.

X. Related Party Transaction

Any transaction, agreement or any other arrangement with the Corporation or an Affiliate of the Corporation in which a Related Party has a Financial Interest. Any Related Party Transaction will be considered a conflict of interest for purposes of this Policy.

XI. Relative

A Relative is a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestor, child (whether natural or adopted), grandchild, great grandchild, sibling (whether whole or half blood), or spouse or domestic partner of a child (whether natural or adopted), grandchild, great grandchild or sibling (whether whole or half blood).

ARTICLE IX

DISSEMINATION AND COMPLIANCE

The policy and its application should be reviewed annually by the Board of Directors for the information and guidance of the Directors and staff members. In practice, each individual shall have a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest and make the appropriate disclosures. To this end, a copy of this conflict-of-interest policy shall be provided to each Director and staff member annually for signing.

ANNUAL DISCLOSURE QUESTIONS	YES	NO
1. Are you aware of any compensation paid by the Corporation or any affiliate of the Corporation to a relative or friend as a director, officer, employee, or contractor?		
2. Are you aware of a relative or friend's financial interest in the Corporation or any Affiliate of the Corporation?		
3. Are you aware of any transactions or investments between the Corporation and any entity in which you are an officer, director, trustee, manager or owner of an equity interest in the entity ?		
4. Are you aware of any transactions or investments between the Corporation and an entity in which a relative or friend is an officer, director, trustee, manager or owner of an equity interest in the entity ?		
5. Do you have a financial interest or have you been an employee or officer of an entity that has made payments to or received payments from the Corporation or any affiliate of the Corporation?		
6. Do you have a relative or friend who has a financial interest or has been an employee or officer of an entity that has made payments to or received payments from the Corporation or any affiliate of the Corporation?		
7. Are you aware of any grant, scholarship or other assistance provided by the Corporation to a relative or friend ?		
8. Are you aware of any grant, scholarship or other assistance provided by the Corporation to any entity in which you are an officer, director, trustee, manager or owner of an equity interest in the entity ?		
9. Are you aware of any grant or other assistance provided by the Corporation to any entity in which a relative or friend is an officer, director, trustee, manager or owner of an equity interest in the entity ?		
10. Do you have an interest in any entity doing business with the Corporation that was not otherwise disclosed in response to the prior questions?		

EXPLANATION OF QUESTIONS (IF YOU ANSWERED “YES”; PLEASE ADD ADDITIONAL PAGES IF NECESSARY):

AFFIRMATION AND SIGNATURE

By signing below, you confirm that (i) you have received, read in full, and understood the Corporation’s Conflict of Interest Policy; (ii) you agree to comply with the Conflict of Interest Policy; (iii) you understand that the Corporation is a charitable organization; (iv) in order to maintain its federal tax exemption, the Corporation must engage primarily in activities that accomplish one or more of its tax-exempt purposes; (v) the disclosure above is accurate and complete; and (vi) you will notify the Corporation if you become aware of any error or material change in the information you have provided in this Questionnaire.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

Adopted by the Corporation’s Board of Directors at its meeting on 10/22/2024.